



**DISTRICT 201 Q3 Inc**  
2024 / 2025

VERSION ONE 1/07/2024

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## **PREAMBLE**

These policy minutes are to be ratified by the incoming District Cabinet at its first Meeting.

The purposes of the Policy Minutes are as follows:

1. To prescribe administrative procedures necessary for the Cabinet to carry out all its Constitutional duties.
2. To provide guidelines for the conduct of Constitutional requirements where those requirements are not already covered in sufficient detail within the Constitution of the International Association of Lions Clubs, the Multiple District 201 Constitution, and the District 201Q3 Constitution or the Standard Form Club Constitution.
3. To acquaint Cabinet Officers with District 201Q3 Policy.
4. To avoid the necessity for matters of an administrative nature to be dealt with in detail by successive District Cabinets.

## **SECTION 1. POLICY MINUTES OF LIONS DISTRICT 201Q3.**

- 1.1 Alterations and additions to the Policy Minutes can be made by a majority decision of District Cabinet subject to the provisions of the Constitutions detailed in the Preamble above.
- 1.2 Policy Minutes are to be filed by the Cabinet Secretary, with a copy of the District Constitution and copies distributed to all members of Cabinet.
- 1.3 The Cabinet Secretary is to ensure a copy of the Policy Minutes is available on the District website under the "Resources" " Info Centre" section.
- 1.4 The Cabinet Secretary will be responsible to ensure that any amendments to the Policy Minute(s) are updated on the District website within 30 days. Cabinet Officers are to be notified as soon as the changes have been made.
- 1.5 Upon request a hard copy of the Policy Minutes will be made available to any Cabinet officer.
- 1.6 Wherever possible, and upon request, copies of District Policy Minutes and District Constitution be provided in an alternative format, suitable for the vision impaired.

## **SECTION 2. DISTRICT CABINET / CABINET MEETINGS**

- 2.1 The District Governor shall decide the date, time and venue of Cabinet Meetings; the first may be held on the same weekend and in the same Town or City as the District Changeover.
- 2.2 (a) Where possible all Cabinet Officers shall attend Cabinet meetings.  
(b) All Cabinet Officers may debate and vote on matters placed before the meeting, provided that a quorum is in attendance.  
(c) Omega Leo members of Cabinet are to have the same debate and voting rights as Lion members.
- 2.3 Lions, Leos, or Guests who are not members of Cabinet may attend a Cabinet meeting only at the express invitation of the District Governor, and may be given the right to address Cabinet on matters before Cabinet, but not the right to vote.

- 2.4 The District Governor shall extend an invitation to the District Governor Elect and all incoming Cabinet Officers to attend their final Cabinet Meeting.
- 2.5 (a) The Cabinet Treasurer is to obtain quotes for meals of Cabinet Officers attending Cabinet meetings as soon as possible after the venues have been selected by the District Governor, with these costs to be included in the budget.
- (b) The District shall bear the costs of the following meals –
- (1) Saturday lunch if the District Management Committee requires lunch during their meeting prior to the Cabinet meeting; and
  - (2) Morning and afternoon teas and Sunday lunch for all Cabinet Officers.
- (c) All Lions authorised to attend the Cabinet Meeting shall be invited as guests of the District for the meals detailed in 2.5(b) above.
- (d) The partners of Cabinet Officers shall pay for their own meals, unless invited as guests of the District by the District Governor.
- (e) When a Cabinet Meeting is held in conjunction with a District Changeover or other event, the Host Club may be invited to cater for such function and the Cabinet Meeting.
- (f) Entertainment that may be arranged by the Host Club for the partners of Cabinet Officers during the time of such Cabinet Meeting is to be self-funding.
- 2.6 (a) All Cabinet Officers shall submit a report to each Cabinet Meeting. It shall be in the designated format and in the hands of the Cabinet Secretary by the time specified in the Notice of Meeting.
- (b) Reports submitted to a Cabinet Meeting are for information purposes only. The adoption of a report means that the information contained in that report (including any Notice of Motion) has been received and noted - the adoption of a report shall not imply that Cabinet endorses or adopts any of its contents.
- 2.7 (a) Cabinet Officers may submit a notice of motion seeking Cabinet's approval for action to be taken on any matter relative to their portfolio. Subject to Rule 7 Section 7.6 of the District Constitution (re Acceptance of Cabinet Motions), all notices of motion shall be clearly stated in a separate section at the bottom of the Cabinet Officer's report.
- (b) All notices of motion must be formally moved, seconded and adopted by the Cabinet Meeting before any action can be taken in regard to the subject matter of the motion.
- (c) Each notice of motion to include: -
- (1) The reasons (background and history) for the motion.
  - (2) The nature of any proposed changes to include the benefits of those changes.
  - (3) The details of any cost associated with the proposal including the suggested method of paying for its implementation.
- 2.8 The District Governor shall have the authority to suspend standing orders at any time during a Cabinet meeting.
- 2.9 Subject to 2.8 above, the Standing Orders relative to Rules of Procedure and Debate at District 201Q3 Conventions shall apply at all Cabinet meetings. Where these rules do not cover a particular situation, it shall be treated in accordance with By-Law Article VII section 2.
- 2.10 Wherever possible, correspondence will be dealt with when the relevant subject is being discussed.

- 2.11 The Cabinet Secretary or Assistant Cabinet Secretary shall send copies of the Cabinet meeting minutes to all Cabinet Officers, Multiple District Executive Officer and Lions Clubs International within 30 days after each meeting. Copies of the final Cabinet meeting minutes of the year are to be sent to all incoming Cabinet Officers.
- 2.12 To ensure that all Cabinet Officers have an understanding of business arising at Cabinet meetings there will be visual support available at Cabinet Meetings.
- 2.13 To ensure the accuracy of all meeting minutes, the District Governor / Chairperson shall sign the minutes after a succeeding meeting has passed a motion that such minutes are a true and accurate record of said meeting.
- 2.14 Confidential Business.
- (a) At the discretion of the District Governor and/or on receipt of a properly constituted motion passed by a majority of Cabinet Officers present, the Cabinet may move into "Committee" and only Cabinet Officers and / or other persons required by the Cabinet may remain in the room.
- (b) The District Governor or the Cabinet may direct that any matter discussed by Cabinet whilst in committee shall be confidential.
- 2.15 The District Governor, the Management Committee or the Cabinet have the authority to delegate any of their powers to Sub-Committees consisting of such member or members of the Management Committee or the Cabinet as they shall think fit. All Sub- Committees shall be subject to supervision and direction of the District Governor. The District Governor shall appoint the Chairperson of each Sub-Committee. A Sub- Committee may meet and adjourn as it thinks proper and it shall set the agenda to discuss any matter that has been referred to that Sub-Committee.
- 2.16 The District Governor, the Management Committee or the Cabinet shall have the authority to appoint an Honorary Solicitor, Honorary Medical Advisor or any other Honorary Professional Advisor required by the District Governor at any time during their term of office.
- 2.17 The word Global shall be replaced by the word District in relation to positions appointed to the District Cabinet.
- The Global Membership Team (GMT) will be known as the District Membership Team (DMT)
  - The Global Services Team (GST) will be known as the District Services Team (DST)
  - The Global Leadership Team (GLT) will be known as the District Leadership Team (DLT)

### **SECTION 3. MANAGEMENT COMMITTEE**

- 3.1 Pursuant to Rule 7 Section 6 of the District Constitution and By-Laws, the Management Committee shall meet before each quarterly Cabinet meeting and whenever else deemed necessary to exercise its functions. The District Governor must decide how a meeting is to be called and the manner in which the notice of a meeting is to be given.
- 3.2 The District Governor and/or a Management Committee Member nominated by the District Governor shall give Cabinet Members a verbal report on matters considered by the Management Committee at their committee meeting. However, the District Governor shall have the right to exercise discretion with regard to reporting on matters of a confidential or sensitive nature (i.e., the District Governor may decide not

to give Cabinet a report on confidential or sensitive matters until the District Governor considers that the time is appropriate for Cabinet Officers to be made aware of those matters.)

- 3.3 In the event that the District Governor, the Vice District Governors, the Cabinet Secretary, and the Cabinet Treasurer are absent from the District at the same time, the District Governor shall appoint an administrator of the District.

## **SECTION 4. DISTRICT FINANCE**

- 4.1 All District finances shall be controlled and administered in accordance with the District By-Laws. All District Finances shall be placed under the control of the Cabinet Treasurer and shall be administered by the District Governor, the Management Committee and the Cabinet. The Cabinet Treasurer shall submit a budget of income and expenditure for the District Administration account to the first Cabinet meeting as required by the District Constitution (Rule 11 Section 2).
- 4.2 Grant funds received by District for a specific purpose, from any source including but not limited to Lions Clubs International Foundation and the Australian Lions Foundation, may only be disbursed in terms of the specific grant terms and conditions.
- 4.3 The District Treasurer is to budget for an amount approved by Cabinet to be allocated from the District Administration Sub-Ledger Account to the Equipment Purchasing Fund. Such allocation is to be transferred no later than the 15<sup>th</sup> of June each year.
- 4.4 At each Cabinet Meeting financial statements showing cumulative quarterly figures for each bank account and their ledger accounts in accordance with the chart of accounts (refer appendix "C") shall be presented by the Cabinet Treasurer. Reports shall be presented in a format that Cabinet Officers can understand. These statements shall reflect the opening balance, the year to date activity in each ledger account, details of payments which have been made since the last Cabinet meeting that requires ratification by the Cabinet, and a comparison between monies spent to date and the adopted budget.
- 4.5 Signatories for District Financial transactions shall be any two of: the District Governor, Cabinet Treasurer or Cabinet Secretary, and such other person/s as the Management Committee shall appoint, provided the requirements of District Constitution Rule 11 Section 6 (e) (iv) and (f) are observed at all times.
- 4.6 The Cabinet Officers and/or Chairmen responsible for the self-supporting activities designated in By-Law VI, Section 7 shall submit a budget of income and expenditure to the District Treasurer Designate for perusal prior to it being included in their report to the first Cabinet Meeting.
- 4.7 The expenses of District Chairmen (By-Law Article VI, Section 7) must have prior Cabinet or Management Committee authorisation before reimbursement is possible. Requests for reimbursement must be supported by appropriate documentation.
- 4.8 (a) Expenses up to a maximum of \$150 per approved participant be paid to assist with the cost of travel to attend Lions Leadership Institutes within Australia provided however that the aggregate payment shall not exceed \$750 in any Lions year.
- (b) Expenses up to a maximum of \$300 per approved participant be paid to assist with the cost of travel to Lions Leadership Institutes at overseas destinations

provided however that the aggregate payment shall not exceed \$1500 in any Lions year.

- (c) All monies allocated in 4.8 (a) and 4.8 (b) to be sourced from the District Leadership Training Account.
- 4.9 The Management Committee shall have the power to invest District Funds in authorised Trustee Investments as per the International Constitution. The term of the Investment is not to exceed the term of the District Governor, unless approved by the Management Committee and ratified by the District Cabinet. All interest accrued shall be credited to the respective Bank and Ledger accounts.
- 4.10 Proceeds credited to the District Governors Team Fund by the Lions of District Q3 in accordance with By-Law Article VI, Section 2(c) of the District By-Laws shall be paid in full to the District Governor Team of that year on a six monthly basis, on a proportionate basis of actual expenses incurred by individual team members, as advised to the District Treasurer by the District Governor subject to the return of District finances from:
- The reimbursement received by the District Governor from Lions Clubs International for attendance at Multiple District Council Meetings, Multiple District Convention, District Convention and any other Lions functions where District has already met those expenses on the District Governor's behalf.
- 4.11 Surplus funds at the end of the financial year are to retain their identity of purpose, unless otherwise determined by the District Cabinet.
- 4.12 Any and all requests for funds from the District Activities Account and/or other Lions Projects Account, save expenses as approved pursuant to By-Law Article VI, Section 7 are to be lodged in writing with the Cabinet Secretary on or before the due date for receiving Cabinet Officers Reports prior to the Cabinet Meeting at which such request is to be discussed. Full organisational details are to accompany the submission together with any relevant supporting information such as alternative sources of finance. Such details to be provided to all Cabinet Officers for perusal prior to the meeting. Notwithstanding the above, the District Governor may place before Cabinet a request for monies from this account.
- 4.13 Provided sufficient funds are available in the Membership Development Fund and subject to prior approval of the District Governor, reimbursement of expenses for distance travelled and one night accommodation, associated with the Formation of a New Club, Rebuilding, Club Care or other specific Membership Growth Matters may be paid to an authorised member of the;
- District Membership Team
  - the District Leadership Team or
  - a delegated representative,
- in terms of current Multiple District General Reimbursement Policy, subject to:
- The distance travelled being in excess of 200km (round trip). (The reimbursement for the total distance travelled may include the first 200km.)
  - Appropriate documentation of distance travelled e.g., Google map and
  - The production of receipts for accommodation
- 4.14 Provided sufficient funds are available in the Leadership Development Fund and subject to prior approval of the District Governor, travel and accommodation expenses for the DLT Coordinator to attend one Multiple District GLT training seminar per annum is to be met by District.
- 4.15 Provided sufficient funds are available in the Membership Development Fund and

subject to prior approval of the District Governor, travel and accommodation expenses for the DMT Coordinator to attend one Multiple District GMT training seminar per annum is to be met by District.

- 4.16 Expenses incurred by the District Lions Medical Research Foundation Chairperson and the Directors of the Lions Medical Research Foundation are to be paid by the Foundation.
- 4.17 Expenses incurred by the District Lions Camp Duckadang Chairperson and the Directors of Lions Camp Duckadang are to be paid by that Corporate Body.
- 4.18 The District Governor's, Cabinet Secretary's, Assistant Cabinet Secretary's, and Cabinet Treasurer's Computers be connected to the applicable 'ISP Providers' vetting network or other filtering mechanisms to eliminate the risk of viruses/spam mail etc. at a District Administration cost.
- 4.19 The District Finance Advisory Sub Committee (Constitution Rule 11 Section 1) is to peruse the Policy Minutes for all budgetary requirements.
- 4.20 A Melvin Jones Fellowship, or a Progressive Melvin Jones Fellowship, may be presented annually by the District at the District 201 Q3 Changeover Dinner, with the cost funded from the District Cake and Mint fund in the Administration Account.
- (a) All nominations for this Fellowship from Cabinet shall reach the Cabinet Secretary no later than the 28 of February.
- (b) The Management Committee may select a recipient from such nominations and make application to Lions Clubs International Foundation on behalf of the District.
- 4.21 A Finance Committee meeting is to be held prior to the end of March in each Calendar year to which the District Governor Elect, the 1<sup>st</sup> and 2nd Vice District Governors Elect, and the Cabinet Secretary Elect will be requested to attend to discuss District and Lions Clubs International reimbursement available and the procedure to follow to apply for reimbursement, during their respective terms in office.

## **SECTION 5. DISTRICT GOVERNOR ELECT**

- 5.1 The District Governor Elect shall be given permission to purchase Bannerettes, or Pins to the equivalent value of 300 Bannerettes. The account for such to be paid from the District Administration Fund.
- 5.2 Following the closure of the District Convention the District Governor Elect shall be allowed to contact individual Lions, Omega Leos to
- a) form their Management Committee.
- b) Appoint Lions to fill the positions of
- District Membership Approach (DMA) District Leader
  - District Membership Coordinator
  - District Services Coordinator
  - District Leadership Coordinator
- In terms of the District Constitution Rule 7 Section 3
- 5.3 As of the first of January, the District Governor Elect shall be



allowed to contact individual Lions / Omega Leos to arrange for Lions / Omega Leos to fill the remainder of their Cabinet.

- 5.4 The District Governor Elect, the Cabinet Secretary designate, and the Cabinet Treasurer designate, are authorised to contact Clubs within the District in order to arrange Cabinet Officer and Club Officer Forums etc., provided however that the District Governor of the day is given a copy of all such correspondence.
- 5.5 Reasonable telephone, stationery, printing and postage expenses incurred by the District Governor Elect's Executive in setting up their District Cabinet shall be reimbursed by the Treasurer of the day from the District Administration Account, as requested.
- 5.6 Reasonable expenses incurred by the District Governor Elect's Executive in conducting the incoming Cabinet Officers' and / or Club Officer Forums including Host Club expenses, shall be reimbursed from the District Leadership Fund as requested.
- 5.7 The District Governor Elect is to include the following in the appropriate Incoming Club Officer Manual:
  - (a) The special 100% Secretary's award (M-1-S) can be awarded to any Club Secretary who has completed all requirements set out by the District Governor and the Cabinet Secretary. The completed application is to be signed by both the Club President and Secretary, of that year. If the District Governor approves the award, the Club is responsible for purchasing the award.
  - (b) The standard Club Secretary & Treasurer and Committee Chairperson award may be presented at the discretion of the Club President and at the Club's expense
  - (c) Each Club inducting a new member is encouraged to ensure that the new member is aware of and qualifies for the District A1 award. President obtains details of the Award at Club Development Day School.
  - (d) Before a Club can conduct a fund-raising project in another Club's territory, it is a courtesy to obtain that Club's approval in writing.
  - (e) Where a Public Facility such as a Showground, Racecourse, Regional Shopping Centre, Stadium, etc. falls within the boundary of a particular Club, that Club cannot deny the use of that Facility to another Club for a fund-raising venue.

## **SECTION 6. DISTRICT CHANGEOVER**

- 6.1 The 30<sup>th</sup> day of June shall be the closing date of each Financial Year and the 1 July shall be the transfer date for the District Administration and Management to the incoming District Governor and District Officers.
- 6.2 The District Governor Elect shall invite a club to host a changeover and Cabinet Officers Installation Dinner as early as possible in the new Lions

year. This is to be a welcome home for the District Governor and a farewell to the Immediate Past District Governor.

- (a) The District Governor Elect shall appoint a Dinner Chairperson for the function.
- (b) The District Governor Elect or nominee shall be responsible for the Dinner Programme and arrangements.
- (c) The hospitality expenses of the District Governor, the Immediate Past District Governor, their Cabinet Secretaries, their Cabinet Treasurers, the first and second Vice District Governors, the Assistant Cabinet Secretaries, the Constitution and By-Laws Chairpersons and their partners shall be an expense of the District Administration Fund.
- (d) Bed and Breakfast for the District Governor and the Immediate Past District Governor and their partners for the night of the District Changeover only shall be an expense of the District Administration Fund where the District Changeover function is not held within the town or city of their domicile.
- (e) The official Guests as nominated in 6.2 (c), plus the function Chairperson, current and Past International Directors and their partners shall be the Official Party to be seated at Official Table(s). If Civic Leaders, State, or Federal Members of Parliament are present, they and their partners shall be included in the Official Party with their hospitality covered by the District Administration Fund.
- (f) The Immediate Past District Governor shall be given the opportunity to present awards to Cabinet Officers who have completed their year of office. The total cost of these awards is not to exceed \$1500.00 with the cost of any individual plaque or trophy not to exceed \$50.00. Any cost of these awards shall be a charge against District Administration Fund.
- (g) The Immediate Past District Governor shall make all presentations during the first half of the Dinner Programme.
- (h) The District Governor may introduce his/her Cabinet Officers, make any presentations, or address the function following all presentations made by the Immediate Past District Governor.

6.3 The cost of a standard Past Governor's lapel badge shall be provided from District Funds for presentation to the outgoing District Governor.

6.4 The cost of any presentation to the Immediate Past District Governor (IPDG) upon retirement from office, including a presentation to the IPDG Partner shall be a charge against funds from the District Administration Account and is not to exceed \$400.00 plus the cost of the PDG lapel badge as detailed above (6.3). Selection of any presentation shall be by the outgoing Cabinet Secretary and outgoing Cabinet Treasurer.

## **SECTION 7. CABINET OFFICERS REIMBURSEMENT**

7.1 The Cabinet Treasurer shall request all Cabinet Officers to submit a report to the Cabinet Secretary two weeks prior to the last cabinet meeting setting out details of expenses incurred in the execution of their duties, including the number of hours worked. A copy of this report is to be provided to the current and incoming District Governor.

7.2 The District Governor shall fairly apportion the Cabinet Officers

Reimbursement fund between the District Officers, after having taken due and proper account of distance travelled and expenses incurred by each officer in the execution of their respective duties and in attending Cabinet meetings.

**SECTION 8. MULTIPLE DISTRICT COUNCIL, M. D. CONVENTION AND TRAINING SEMINARS AND ANZI PACIFIC FORUM EXPENSES**

- 8.1 The District Administration Fund shall pay any reasonable expenses in relation to accommodation, travel and meals, of the District Governor and partner incurred while attending Multiple District Council Meetings less any reimbursement received by the District Governor from Lions Club International.
- 8.2 The District Governor Elect and partner and the First and / or Second Vice District Governor Elect shall be entitled to reimbursement for accommodation, fares and meals to attend Multiple District Training sessions that by virtue of their office they are required to attend, as a District Administration charge
- 8.3 (a) Should any of the Officers or partners listed in 8.1 or 8.2, above or 8.4 (c) below reside outside the Metropolitan area and require overnight accommodation prior to their departure the additional accommodation expenses shall be charged to the District Administration Account.
- (b) Should any of the Officers or partners listed in 8.1 or 8.2, above or 8.4(c) below reside outside the Metropolitan area and require air transport from their residence to and from Brisbane, (i.e. prior to their departure for a Multiple District Council Meeting or Multiple District Convention and after their return to Brisbane), the additional airfares shall be charged to the District Administration. If air transport is not available, then an allowance per kilometre for car expenses may be claimed. The allowance will be calculated at a rate set in accordance with the 'Multiple District General Reimbursement Policy'. If air transport is available and the officer decides to use their own transport to travel to Brisbane than the maximum amount payable will be the lesser of the actual air fare payable or the car allowance.
- 8.4 (a) Travelling and accommodation expenses for attendance at the Multiple District Convention for the District Governor and partner, District Governor Elect and partner, Cabinet Secretary or Cabinet Treasurer (whichever is nominated by the District Governor), shall be an expense of District Administration Fund. Reimbursement of these expenses will be in accordance with rates of allowance as specified in the Multiple District General Reimbursement Policy.
- (b) A Multiple District Convention Hospitality Book shall be supplied to the District Governor and partner, District Governor Elect and partner, the Cabinet Secretary or Cabinet Treasurer (whichever is nominated by the District Governor), and shall be an expense of the District Administration Fund.
- (c) If by virtue of his/her office the Cabinet Secretary Designate is required to attend a Training Seminar conducted by the Multiple District, the Cabinet Secretary Designate shall be entitled to be reimbursed for fares, accommodation and meals as an expense of the District Administration Fund.

- (d) The District Governor may arrange a function for District 201Q3 conventioners attending the Multiple District Convention. The cost of the function is to be met by the attendees. However, a subsidy of \$10.00 per head per District 201Q3 attendee may be claimed as an expense against the District Administration Account.
- 8.5 In the event of a visit to Australia by the International President, or an International Vice President, other than for attendance at an ANZI Pacific forum, when the District Governor is required to attend any meeting called by Multiple District or the International President or International Vice President, the expense of the District Governor and partner for hospitality, accommodation for a maximum of two nights and cost of air fares shall be an expense of the District Administration Fund.
- 8.6 The cost of travel to Multiple District Council Meetings and Multiple District Conventions should be minimised by taking advantage of any discount fare structures and be paid by the Administration of the day, in advance if necessary. The officer concerned shall consult the Multiple District Executive Officer with regard to any accommodation arrangements made by the Multiple District prior to taking any action on accommodation.
- 8.7 District will contribute towards the payment of reasonable expenses in relation to accommodation, travel and meals, incurred by the District Governor whilst attending an ANZI Pacific forum during their term of office. The amount to be contributed by District shall not exceed \$1000 and is not to surpass the actual expenses incurred which must be confirmed by presentation of receipts. Funds to be drawn from the District administration account.

## **SECTION 9. DISTRICT 201Q3 CONVENTION / ANNUAL GENERAL MEETING**

- 9.1 Notice of the AGM advising date and location of such Convention /AGM, along with one copy of the Standing Orders for District Convention is sent to each Club in District 201Q3 with Convention Notices of Motion for that District Convention, and at least thirty clear days prior to the commencement of convention.
- 9.2 (a) The annual District Convention / Annual General Meeting shall be administered in accordance with the Constitutional requirements of Lions Clubs International.
- (b) The Convention Organising Sub-Committee is reminded that it is the District Governor's Convention and the role of the Convention Organising Sub-Committee is detailed in By-Law Article V Section 13 (A). The District Governor of the day and not the Convention Organising Sub-Committee shall appoint all the personnel necessary to carry out the proposed programme.
- (c) The Convention Organising Sub-Committee is to submit a budget for the next District Convention detailing the proposed hospitality and other fees to the May (or final) Cabinet Meeting, if possible, but it shall be submitted no later than the first meeting of the new Cabinet.
- (d) The first or second weekend in October is the accepted date for District 201Q3 Convention. As these dates were approved by the 1994 District

Convention, a Cabinet Meeting can only alter them for extenuating circumstances (e.g., venues unavailable).

- 9.3 The District Governor will submit to the Chairperson of the Organising Sub-Committee, a detailed programme of the proceedings well in advance of such District Convention. The business session must include the following items: -
- (a) Receipt and adoption of the minutes of the previous Annual General Meeting
  - (b) (i) Receipt of the Immediate Past District Governor's report. (This can be the report delivered at the District Changeover. The Immediate Past District Governor's report may be included with other Cabinet Officer Reports in the convention documentation and taken as read.)  
(ii) The receipt and adoption of the final Cabinet Officer's Reports from the previous year.
  - (c) The receipt and adoption of the Auditors report, if required in terms of Rule 7 section 1 (f) of the District Constitution, on the statements of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of this District for the last financial year  
or  
A resolution prepared on behalf of the District stating - The association's financial records show the association keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared.
  - (c) The appointment of an Auditor if required in terms of constitution Rule 7 section 1 (f).

- 9.4 Whenever possible the convention programme is to include an opportunity for the Immediate Past District Governor to present perpetual trophies (as listed in addendum "B"), plus any other presentations relative to his/her year in office.

Perpetual Trophies / shield will be provided by District, unless a sponsor, has been approved by Cabinet for a specific perpetual trophy, when the follow criteria will apply.

- The cost will be recovered from the sponsors (refer Lions Sponsorship below)
- The wording on the perpetual trophy / shield is to be consistent e.g.
  - District 201 Q3 Lions Club President of the Year.
  - District 201 Q3 Leo Club of the Year.
    - The name of the recipient and the year presented will be added annually on a small plaque affixed to the perpetual trophy/ shield.

**Lions Sponsorship of a perpetual trophy / shield.**

- Any Lion or Leo who is a financial member of a Q3 Lion or Leo Club may apply to be a sponsor of a perpetual trophy / shield.
- Sponsorship will be limited to a maximum term of 5 years. After this period of time sponsorship will be open to any financial member of a Q3 Lion or Leo Club (including the current sponsor) to apply to sponsor the trophy for the next 5 years.

The commencement date of the 5 year terms is to be staggered as follows.

1/07/2018:

- District 201 Q3 Service Award.
- District 201 Q3 Club Public Relations Award.
- District 201 Q3 Leo of the Year

1/07/2019:

- District 201 Q3 Leo Club of the Year
- District 201 Q3 Lions Club of the Year
- District 201 Q3 Lions Membership Growth Award

1/07/2020:

- District 201 Q3 Zone Chairperson of the Year
- District 201 Q3 Lions Club President of the Year
- District 201 Q3 Lions Club Treasurer of the Year

1/07/2021:

- District 201 Q3 Club Bulletin Award
- District 201 Q3 Lions Club Secretary of the Year

1/07/2022

- District 201Q3 Club On-Line Presence Award

The sponsor's name will not be included on the perpetual trophy / shield; however, the sponsor will have the opportunity to include their name, as sponsor, on the replica trophy that will be presented to the recipient at the same time as the perpetual trophy / shield.

The Cost to each sponsor will be a once only cost of ½ the cost of the perpetual trophy / shield plus an annual cost of the engraving on the small plaque attached to the perpetual trophy / shield and the cost of the replica trophy.

The sponsor of any perpetual trophy / shield, shall be invited to make presentation of the replica trophy/ shield. In the event of the donor not being able to provide a replica trophy the District shall purchase a suitable replica. To ensure uniformity of the replica trophies the District Governor and or the Cabinet Secretary will be responsible for the purchase and engraving of the replicas.

All perpetual trophies / shields are to be returned to the Cabinet Secretary at the first Cabinet Meeting of the next Lions year or upon request for engraving and preparation for presentation at Convention or other appropriate occasion.

The list of perpetual trophies is to be reviewed by Cabinet upon expiry of each 5-year term

- 9.5(a) Whenever possible, Convention Programmes allocate 90 minutes to forums to be run simultaneously. Time allocated is not to include lunch times or other mealbreaks
- (b) The District Governor is to ensure that the Convention Programme Includes a memorial service to recognise those Lions, Leo's, Partners and other Members of the Lions Family that have passed away during the 12 months preceding the Convention.

- 9.6 (a) A record of the proceedings of the District Convention shall be made in accordance with the International Constitution By Law (Article IX section 8) A copy of the convention minutes containing the final decision on all motions or questions submitted to the Convention Delegates is to be forwarded to the International Association, the District Governor, Lion, and Leo Clubs and Cabinet Officers within 60 days of the closing of the convention.
- (b) Details of the District Governor Elect are to be forwarded to the National Office on the form provided within 30 days of the closure of the Convention.
- 9.7 (a) The District Governor, Immediate Past District Governor, 1st Vice District Governor, 2<sup>nd</sup> Vice District Governor, Cabinet Secretary, Assistant Cabinet Secretary, Cabinet Treasurer, Constitution and By Laws Chairperson, and the Master of Ceremonies and their partners shall be provided with accommodation and hospitality books from the District Convention Account.
- (b) The District Governor is authorised to invite Civic Leaders and/or Members of the State and Federal Parliaments as official guests at any time during the Convention with any associated hospitality cost debited to the accounts listed in 9.7(a) above.
- 9.8 Subject to the following arrangements being on a reciprocal basis, the District Governors of District 201 Q1, Q2 and Q4 and their partners (or a Vice District Governor and their partner of those Districts if the District Governor cannot attend) shall be invited to be official guests of Convention, with hospitality books and accommodation supplied to them as a charge against the District Convention or Administration Account. The official Lions Clubs International Guest and Lions Australia Guest and partners shall be provided with accommodation and hospitality books from the District Convention or Administration Account
- 9.9 (a) The Club hosting District Convention through its Convention Organising Sub-Committee may choose to market products. The purchase of the alternative products and any profit or loss shall be the responsibility of the Host Club.
- (b) The Host Club and any Club assisting the Host Club shall not benefit financially from any assistance provided to the Convention Organising Sub-Committee, but they shall be entitled to claim all legitimate expenses incurred on the production of receipts.
- 9.10 If there is in the opinion of the Convention Organising Sub-Committee extenuating circumstances for a cancellation of attendance, the Sub-Committee may, with the concurrence of the District Governor, make an ex gratia payment to the Lion concerned. The actual cost incurred by the Convention Organising Sub-Committee on behalf the Lion, Leo or partner concerned, is to be taken into account when considering the amount of the ex gratia payment.
- 9.11 Wherever possible, and upon request, copies of the information as listed in 9.1 above to be made available in an alternative format suitable for the vision impaired.
- 9.12 Any club desirous of nominating to host a forthcoming District Convention

is requested to meet with, or submit their detailed proposals to the Convention Standing Committee, prior to submitting a formal application.

- 9.13(a) The Convention Standing Committee be further authorised to direct the bid or host club of the necessity to ensure that venues for all activities associated with the Convention are reasonably central, recognising at all times the circumstances and cost to Convention attendees. Matters to be considered, but are not limited to:-
- (i) Adequate accommodation is available within 15 minutes, if possible, of main Convention venue;
  - (ii) Minimum requirements for business sessions:
    - Adequate seating for all Conventioneers,
    - Satisfactory PA System,
    - Data Projector facilities for audio / visual presentations,
    - Access for people with disabilities,
    - Ample parking within reasonably close proximity to the venue,
    - Stage. Large enough for requirements. (Seating for stage party)
    - Conventioneers comfort (Air conditioning etc.)
  - (iii) Facilities for District Governor's banquet provides access for people with disabilities, have an adequate dance floor, areas to mix and mingle prior to and throughout the function and suitable stage, bar and PA facilities;
  - (iv) Catering is of a standard expected by conventioneers, being mindful of cost.

## **SECTION 10. DISTRICT PROPERTY & RECORDS**

- 10.1 The Cabinet Treasurer or a specifically appointed Cabinet Officer shall compile and maintain a data base record of District property, its value and location. The appointed Officer shall be responsible for ensuring that District property is adequately insured on a replacement basis.
- 10.2 The Cabinet Treasurer or a specifically appointed Cabinet Officer shall confirm the location of assets as per the District Asset register prior to the end of August each year.
- 10.3 The Cabinet Secretary or a specifically appointed Cabinet Officer shall compile and maintain a data base record of Members in the District.
- 10.4 The District set of Flags and accompanying records (in terms of Clause 10.5) is to be officially handed over to the new District Convention Organising Sub- Committee Chairperson within 60 days of the close of each District Convention.
- 10.5 The District set of Flags is to be made available to all Clubs in the District for any Functions where the display of the flags would further the interests of Lionism. The hirer wishing to use the set of Flags is required to contact the Cabinet Secretary in writing at least 60 days prior to date of use required. The hirer will be responsible for costs for transport and repairs for damage caused while the flags are in their custody. A bond of \$200.00 will be imposed except when the set of Flags is being used by Cabinet Officers.
- 10.6 On an annual basis the District Convention Organising Sub Committee is



to obtain a quote to allow for the dry cleaning of up to 20% of the District set of Flags on a cyclic basis, if necessary. The quote is to be presented to the District Cabinet for approval. A record of the flags that have been dry-cleaned and when they were dry-cleaned is to be maintained by the Convention Committee and retained with the set of Flags. A copy of the updated record is to be supplied to and retained by the Cabinet Secretary.

## **SECTION 11. MEMBER PORTAL FOR MYLCI, MYLION, LEARN AND CONNECT**

- 11.1 All Clubs, including newly formed clubs, shall submit monthly and activity reports via the Member Portal on the LCI Website using MyLCI for the management of their membership and club information details and MyLion for the reporting and planning of service projects from the date they are recognised by Lions Clubs International.
- 11.2 Zone Chairmen are requested to ensure that all Clubs in their Zone are reporting via MyLCI and MyLion by the end of each month. They are to contact clubs that have not submitted their reports and arrange for them to receive assistance if required.
- 11.3 The Zone Chairperson is to remind Clubs that when completing details of their service activity, projects and donations via MyLion to include all hours spent and funds raised and dispersed by Lions, non- Lion helpers, Lions partners, and Leos.
- 11.4 Zone Chairman are also requested to encourage clubs to consider the appointment of a Club Administrator to assist the President and Secretary with administrative tasks completed through MyLCI and MyLion.
- 11.5 Clubs should also be encouraged to consider the benefits of using the LEARN and CONNECT from the MEMBER PORTAL as a tool to assist in the management of clubs.

## **SECTION 12. DISTRICT NEWSLETTER**

- 12.1 Subject to any financial constraints imposed by either District Cabinet or a Convention, a District Newsletter shall be published monthly and from the 1<sup>st</sup> of January 2020 be distributed electronically to each Lion and Leo Club in the District as a cost against the District Newsletter Ledger Account.
- 12.2 The District Newsletter is to be made available in electronic format to all interested Lions and Leos through the District website.
- 12.3 One copy of each publication shall be forwarded to Multiple District 201 Office and to the State Library of Queensland.
- 12.4 The Editor is instructed that the outgoing District Governor's message terminates with the June issue each year.
- 12.5 All Cabinet Officers are to contribute articles and photographs relative to their portfolio to the District Newsletter Editor before the date requested by the Editor.
- 12.6 The Newsletter shall be available to all Lion and Leo members to publish topical articles provided that such are not contrary to the Purposes and Ethics of Lions Clubs International.

- 12.7 All Clubs are requested to forward copies of their monthly club bulletin or newsletter to the District Newsletter Editor and to the District Governor.
- 12.8 The Newsletter may carry respectable display and classified advertising material at rates determined by the Editor.
- 12.9 Wherever possible, and upon request, copies of the District Newsletter be made available in an alternative format, suitable for the vision impaired.

## **SECTION 13 NEW CLUBS**

- 13.1 Clubs must advise the District Governor Team and the District Membership Team Coordinator before they commence any investigation into Club Extension.
- 13.2 Such investigation may proceed with the approval of the District Governor Team and with the support of the District Membership Team Coordinator.
- 13.3 The District Governor Team may request a Club or several Clubs, a Zone, a Region or individuals to investigate an area for the formation of a new club.
- 13.4 Prior to the commencement of any formal investigation for a New Club, the District Governor is to advise Lions Clubs in the adjoining areas and seek their support
- 13.5 When a Club has been formed all arrangements for the Charter Presentation Dinner, Date, Venue and Programme shall be approved by the District Governor. In the event that a club is formed and the Charter Presentation will be held following the District Governor's term of office the DGE should be included in all consultations.
- 13.6 Prior to its chartering, the new Club, if at all possible, will invite the District Leadership Team Coordinator (or other suitably qualified Lion as nominated by the District Governor) to address the Club on Member Awareness and Education.
- 13.7 Subject to prior approval of the Cabinet, the District will reimburse the reasonable expenses (excluding distance travelled and accommodation refer Policy Minute 4.13) incurred by the Global Membership Team or the District Leo Chairperson appointed by the District Governor to investigate the formation of a new Lions Club / Club Branch or Leo Club within our District from the District Membership Development Fund or District Leo Fund, as applicable
- 13.8 District resources shall not be used to reduce, subsidise, advance, or defray the personal financial obligations of any prospective charter member.
- 13.9 A Club Banner is to be purchased by the District and presented by the

District Governor (or a delegated representative) to each new Lions and Leo Club at their Charter/Certificate Presentation evening.

## **SECTION 14. YOUTH ACTIVITIES**

### **Child Safety**

- 14.1 All District Cabinet Officers will comply at all times with the District Q3 Child and Youth Risk Management Strategy. (Refer Appendix "F" Child & Youth Risk Management Strategy Policy)
- 14.2 The District Governor will appoint a District Child Safe Officer to oversee the implementation of the District Q3 Child and Youth Risk Management Strategy.
- 14.3 The District appointed Child Safe Officer and the CBL Chairperson are responsible for ensuring all legislative requirements are adhered to at all times and keep Cabinet and Clubs up-to-date with any changes to Child Safety legislation, Blue Card Services regulations and Lions Australia policies.
- 14.4 To keep abreast of any legislative or procedural changes, the District Child Safe Officer, CBL Chairperson and any other Cabinet Officers, if deemed appropriate, shall access relevant training, workshops and other resources.
- 14.5 All Cabinet Officers have a decision-making role within the management of the District and are required to hold a valid Blue Card or Exemption Card.
- 14.6 All District supported projects involving children/youth will each be assigned a District Project Chairperson. This will apply for the following projects, but not limited to: Youth of the Year, Leos, Youth Exchange & Youth Camps, Children of Courage, Peace Poster & Peace Essay Competitions, Youth InSearch, Lions Camp Duckadang, Australian Lions Children's Mobility Foundation, Lions Youth Emergency Accommodation Centre, Lions Eye Health Program (Children's Screening) and Australian Lions Wellbeing Foundation. All District Project Chairperson must hold a valid Blue Card or Exemption Card.
- 14.7 District Chairpersons who have responsibility for Youth related programmes should ensure necessary Risk Assessment documentation and procedures are in place to comply with the Child & Youth Risk Management Strategy.
- 14.8 The District Governor and District Child Safe Officer shall ensure Q3 District Officers (a) complete a training/information session each year by the end of August (preferably at the District Officer Forum or by Webinar or Zoom if physical attendance is not possible) to assist in understanding their role in providing a safe and supportive environment for children/youth and be kept informed of any policy updates/legislative changes and (b) read and become informed of the requirements set out in:
  - Q3 District Child & Youth Risk Management Strategy
  - Lions Australia Code of Conduct

- Lions Australia Child Safe Policy  
Attendance records of such training need to be completed and retained.

- 14.9 If a Lions project requires a Lions Club to host a State / District / Region / Zone event involving children / youth on behalf of the Q3 District or Multiple District, the relevant District Chair (and other District Officers if appropriate) must ensure the host club's acceptance of responsibility for managing compliance with the "Q3 District Child & Youth Risk Management Strategy" and the Lions Australia Child Safe Policy requirements.

## YOUTH CAMPS

- 14.10 Multiple District 201 does not conduct youth camps but recognises that young people participating in the International Youth Exchange Program or Leo Club Program (including Leo of the Year competition), may attend District Youth Camps as part of these programs.
- 14.11 This policy includes special-purpose Youth Camps including those for young people with diabetes.
- 14.12 District Youth camp committees must agree to strictly comply with all provisions of the Multiple District Memorandum of Understanding (MOU) refer appendix "H" on Youth camps as a condition of hosting participants from Multiple District programs.
- 14.13 District Youth camps must not be promoted as Multiple District Programs. Operators must ensure that all branding, promotional information, application forms and other materials do not refer to Multiple District 201 or "Lions Australia".
- 14.14 MD201 personnel including members of MD201 Committees may not participate in Youth Camps in that capacity. E-mail and other contact information must not refer to MD201 titles.
- 14.15 Lions, including MD201 Committee members, are free to participate in Youth camps as they may in any program, in their capacity as a club member.

## LEOS

- 14.16 The District Leo Chairperson is to:
- Encourage each Leo Club to have an entrant in the District Leo of the Year Quest.
  - Conduct the annual District Leo of the Year Quest to select an entrant for the State judging (see Multiple District website for criteria timing and entry forms).
  - Assist the District Leo of the Year winner to attend the State Leo Conference / State Leo of the Year judging.
- 14.17 District shall contribute \$200.00 per annum or such other budgeted figure as sought from the "Q Districts" by the Queensland State Leo Council to meet cost of Running the Queensland State Leo Council. This contribution is to be paid from the District Leo Account.
- 14.18 Funding to cover the cost of attendance of a Q3 Leo Representative (Leo) and the Leo Chairperson or representative at the annual Queensland State Leo Conference to a maximum of \$1500.00 is to be paid from the

District Leo Account.

## YOUTH OF THE YEAR

- 14.19 Expenses incurred by the District Governor and partner, the District Youth of the Year Chairperson and partner, the District Youth of the Year winner and one parent to attend the State Final of the Youth of the Year are to be paid from the District Youth of the Year Account.
- 14.20 Clubs are not to be supplied with Youth of the Year materials or password until the District Chairperson has received the relevant nomination fee.
- 14.21 The amount clubs receive from the Youth of the Year account to conduct Zone; Region and District finals should be contained in the “Youth of the Year” budget and discussed at the first Cabinet Meeting each year.

## SECTION 15. MISCELLANEOUS

Clubs are to be reminded that:

- 15.1 District 201Q3 Cabinet supports individual Lion members, Clubs or Zones joining together to plan, promote and operate a Lions Project. This support is offered, notwithstanding that, the Lions Project might be located within the boundaries of another Lions District.
- 15.2 A donation in relation to bereavement of any Member of the Lions Family may be made by the District Governor on behalf of the District. Such donations shall be an expense of the District Activities Account and made to the Lions Medical Research Foundation or other nominated and recognised charity.
- 15.3 The distribution of the District proceeds from the Lions Christmas Cake/Mint rebate be allocated as follows:
  - 1. \$750 be allocated for the payment of the following Cake sales incentives:
    - Highest sales by weight \$250 for Cakes
    - Largest increase by weight from previous year \$250 for Cakes
    - Most sales per Club by carton per member \$250 for Mints
  - 2. Sufficient funds be allocated for the purchase of a Melvin Jones Fellowship in terms of Policy Minutes Section 4.22.
  - 3. The balance of the rebate be used to offset Administration or Activity expenses and not be used for the purchase of additional District Awards.
- 15.4 Where possible, all visual presentations such as overheads, graphic and electronic displays should be augmented with appropriate commentary, so that the vision- impaired are able to actively participate and gain meaningful information from such presentations.
- 15.5 District Adopts the Multiple District 201 policy of acknowledging the Traditional owners of the land when conducting meetings.
- 15.6 District adopts the Multiple District 201 Code of Conduct for Lions Members (Addendum “D”) as the Code of Conduct for District 201 Q3
- 15.7 For policy on Guiding Lions refer LCI web page <https://www.lionsclubs.org/en/resources-for-members/resource->

[center/guiding-lion-program](#)

- 15.8 Policy on winding up a Lions Club refer addendum “E”
- 15.9 Whenever possible the following qualifications will apply to the positions of a Region or Zone Chairperson in addition to those included in the District By-Laws Article II section 5
- Has not previously served a full term or major portion thereof as a District Governor
  - Should serve no more than 3 cumulative years in said position
- 15.10 District Convention Guidelines refer Addendum “G”  
Each successive Convention Committee is to review the Guidelines and adjust as considered necessary, bearing in mind that the guidelines have been established to assist the District Convention Committee to run a successful Convention

## Addendum to Policy Minutes “A”

### Project Review Dates

<b>Project</b>	<b>Last Reviewed</b>	<b>Due for review / to bereviewed</b>
<b>Lions Children of Courage</b>	<b>2023</b>	<b>2026</b>
<b>Youth in Search</b>	<b>2022</b>	<b>2025</b>
<b>International Youth Camps</b>	<b>2022</b>	<b>2025</b>
<b>Lions Camp Duckadang</b>	<b>2023</b>	<b>2026</b>
<b>Lions Youth Emergency Accommodation Centre ( Pine Rivers)Inc.</b>	<b>2021</b>	<b>2024</b>
<b>Queensland and Northern NSW Lions Medical Research Foundation Inc.</b>	<b>2021</b>	<b>2024</b>
<b>Type 1 Diabetes Youth Camp</b>	<b>2022</b>	<b>2025</b>

## Addendum to Policy Minutes “B”

### List and Review dates of District Perpetual Trophies

<b>Trophy/Award</b>	<b>Criteria</b>	<b>Date Reviewed</b>	<b>Next Review</b>	<b>Replica / Certificate</b>
District 201 Q3 Lions Club of the Year Award	As judged by the District Governor	1/07/2019	1/07/2024	Replica provided by District or Sponsor
District 201 Q3 Lions Membership Growth Award	Club with highest percentage membership growth	1/07/2019	1/07/2024	Replica provided by District or Sponsor
District 201 Q3 Club Service Award	Best Service Activity as judged by District Governor	1/07/2018	1/07/2023	Replica provided by District or Sponsor
District 201 Q3 Club Bulletin Award	Best Club Bulletin as judged by The District Newsletter Editor		1/07/2026	Replica provided by District or Sponsor
District 201 Q3 Club Public Relations Award	Best article in District Newsletter as judged by the District Newsletter Editor	1/07/2018	1/07/2023	Replica provided by District or Sponsor
District 201 Q3 Zone Chairperson of the Year Award	As selected by the District Governor		1/07/2025	Replica provided by District or Sponsor
District 201 Q3 Club President of the Year Award	As selected by the District Governor		1/07/2025	Replica provided by District or Sponsor
District 201 Q3 Club Secretary of the Year Award	As selected by the Cabinet Secretary		1/07/2026	Replica provided by District or Sponsor
District 201 Q3 Club Treasurer of the Year Award	As selected by the Cabinet Treasurer		1/07/2025	Replica provided by District or Sponsor
District 201 Q3 Leo Club of the Year Award	As judged by District Leo Chairperson	1/07/2019	1/07/2024	Replica provided by District or Sponsor
District 201 Q3 Leo of the Year Award	Presented to the District Leo of the Year Quest Winner.	1/07/2018	1/07/2023	Replica provided by District or Sponsor
District 201 Q3 Iced Christmas Cake Competition Award	As judged by conventioners at District Convention			Replica provided by District or Sponsor
District Award for On-Line Presence	As judged by the District Marketing Chair and Social Media Coordinator	1/07/2022	1/07/2027	Certificate provided by District or Sponsor



## Addendum to Policy Minutes (C)

### LIONS DISTRICT 201 Q3 ADMINISTRATION ACCOUNT CHART OF ACCOUNTS

#### District Administration Fund

<b>District Dues</b>	Dues collected for the Administration Ledger Account under District Constitution Rule 11 section 3 (a) and District By- Law Article VI section 2 (a)
<b>Investment Interest</b>	Interest earned on District Administration Investments.
<b>Bank Interest / Fees</b>	Interest earned on District Administration Working Account
<b>Refund of DG Expenses</b>	District Governor expenses paid by District, reimbursed by LCI to the DG and returned to District.
<b>Cabinet Meetings - Catering</b>	Saturday Lunch for the Management Team if required. Sunday Lunch, morning and afternoon teas for all Cabinet Officers. Refer District Policy Minutes, Section 2.5(b) (1) & (2) District will pay for the above meals for Lions invited to attend Cabinet Meetings as guests of the District. Refer District Policy Minutes, Section 2.5 (c)

#### Multiple District Convention:

##### District Governor

Accommodation	Accommodation for the District Governor and Partner at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (a) Overnight Accommodation in Brisbane prior to departure to a Multiple District Convention if required by a District Governor who resides outside the Brisbane Metropolitan Area. Refer District Policy Minutes, Section 8.4 (a).
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Fares	<p>Travelling Expenses for the District Governor and Partner at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (a).</p> <p>Additional Airfares to Brisbane prior to departure for a Multiple District Convention and Additional Airfares from Brisbane after returning from a Multiple District Convention required by a District Governor who resides outside the Brisbane Metropolitan Area. If air transport is not available, an allowance per kilometre for car expenses may be claimed. The allowance will be calculated at a rate set in accordance with the "Multiple District General Reimbursement Policy". If air transport is available and the officer decides to use private transport to travel the maximum amount payable will be the lesser of the actual air fare payable or the car allowance. Refer District Policy Minutes, Section 8.4 (b).</p>
Hospitality Book	<p>Hospitality Book for the District Governor and Partner at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (b)</p>
District Function	<p>Offset for Catering and Hospitality Expenses incurred by the District Governor at a function of his/her choosing at Multiple District Convention at \$10.00 per head based on the number of attendees at the function. Refer District Policy Minutes, Section 8.5 (d)</p>

## District Governor Elect

Accommodation	<p>Accommodation for the District Governor Elect and Partner at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (a)</p> <p>Overnight Accommodation in Brisbane prior to departure to a Multiple District Convention if required by a District Governor Elect who resides outside the Brisbane Metropolitan Area. Refer District Policy Minutes, Section 8.4 (a).</p>
Fares	<p>Travelling Expenses for the District Governor Elect and Partner at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (a). Additional Airfares to Brisbane prior to departure for a Multiple District Convention and Additional Airfares from Brisbane after returning from a Multiple District Convention required by a District Governor Elect who resides outside the Brisbane Metropolitan Area. If air transport is not available, an allowance per kilometre for car expenses may be claimed.</p> <p>The allowance will be calculated at a rate set in accordance with the "Multiple District General Reimbursement Policy". If air transport is available and the officer decides to use private transport to travel the maximum amount payable will be the lesser of the actual air fare payable or the car allowance. Refer District Policy Minutes, Section 8.4 (b).</p>

Hospitality Book	Hospitality Book for the District Governor Elect and Partner at Multiple District Convention. Refer District Policy Minutes, Section 8.5(b)
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### Cabinet Secretary

Accommodation	Accommodation for the Cabinet Secretary at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (a) Overnight Accommodation in Brisbane prior to departure to a Multiple District Convention if required by a Cabinet Secretary who resides outside the Brisbane Metropolitan Area. Refer District Policy Minutes, Section 8.4 (a).
Fares	Travelling Expenses for the Cabinet Secretary at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (a) Additional Airfares to Brisbane prior to departure for a Multiple District Convention and Additional Airfares from Brisbane after returning from a Multiple District Convention required by a Cabinet Secretary who resides outside the Brisbane Metropolitan Area. If air transport is not available, an allowance per kilometre for car expenses may be claimed. The allowance will be calculated at a rate set in accordance with the "Multiple District General Reimbursement Policy". If air transport is available and the officer decides to use private transport to travel the maximum amount payable will be the lesser of the actual air fare payable or the car allowance. Refer District Policy Minutes, Section 8.4 (b).
Hospitality Book	Hospitality Book for the Cabinet Secretary at Multiple District Convention. Refer District Policy Minutes, Section 8.5 (b)

### Council Meetings:

#### District Governor:

Accommodation	Reasonable Accommodation Expenses of the District Governor and partner less any reimbursement received by the District Governor from LCI. Refer District Policy Minutes, Section 8.1 Overnight Accommodation in Brisbane prior to departure to a Multiple District Council Meeting if required by a District Governor who resides outside the Brisbane Metropolitan Area. Refer District Policy Minutes, Section 8.4 (a).
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Fares	Reasonable Fares Expenses of the District Governor and partner less any reimbursement received by the District Governor from LCI. Refer District Policy Minutes, Section 8.1 Additional Airfares to Brisbane prior to departure for a Multiple District Council Meeting and Additional Airfares from Brisbane after returning from a Multiple District Council Meeting required by a District Governor who resides outside the Brisbane Metropolitan Area. If air transport is not available, an allowance per kilometre for car expenses may be claimed. The allowance will be calculated at a rate set in accordance with the "Multiple District General Reimbursement Policy". If air transport is available and the officer decides to use private transport to travel the maximum amount payable will be the lesser of the actual air fare payable or the car allowance. Refer District Policy Minutes, Section 8.4 (b).
Meals	Reasonable Meals Expenses of the District Governor and partner less any reimbursement received by the District Governor from LCI. Refer District Policy Minutes, Section 8.1

**District Governor (Elect) / Vice District Governor Elect (Training):**

Accommodation	Accommodation for the District Governor Elect and partner and / or First or Second Vice District Governor (Elects) at Multiple District Training Sessions they are required to attend. Refer District Policy Minutes, Section 8.3 Overnight Accommodation in Brisbane prior to departure to a Multiple District Council Meeting if required by those who resides outside the Brisbane Metropolitan Area. Refer District Policy Minutes, Section 8.4 (a).
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<p>Fares</p>	<p>Fares for the District Governor Elect and partner and / or First or Second Vice District Governors Elect at Multiple District Training sessions they are required to attend. Refer District Policy Minutes, Section 8.3.  Additional Airfares to Brisbane prior to departure for a Multiple District Council Meeting and Additional Airfares from Brisbane after returning from a Multiple District Council Meeting required by those who resides outside the Brisbane Metropolitan Area. If air transport is not available, an allowance per kilometre for car expenses maybe claimed. The allowance will be calculated at a rate set in accordance with the "Multiple District General Reimbursement Policy". If air transport is available and the officer decides touse private transport to travel the maximum amount payable will be the lesser of the actualair fare payable or the car allowance. Refer District Policy Minutes, Section 8.4 (b).</p>
<p>Meals</p>	<p>Meals for the District Governor Elect and partner and / or First or Second Vice District Governor (Elect) at Multiple District Training sessions they are required to attend. Refer District Policy Minutes, Section 8.3</p>

**Cabinet Secretary Designate (Training):**

Accommodation	Accommodation for the Cabinet Secretary Designate at Multiple District Training Seminar. Refer District Policy Minutes, Section 8.5 (c) Overnight Accommodation in Brisbane prior to departure to a Multiple District Council Meeting if required by a Cabinet Secretary who resides outside the Brisbane Metropolitan Area. Refer District Policy Minutes, Section 8.4 (a).
Fares	Fares for the Cabinet Secretary Designate at Multiple District Training Seminar. Refer District Policy Minutes, Section 8.5 (c) Additional Airfares to Brisbane prior to departure for a Multiple District Council Meeting and Additional Airfares from Brisbane after returning from a Multiple District Council Meeting required by a Cabinet Secretary who resides outside the Brisbane Metropolitan Area. If air transport is not available, an allowance per kilometre for car expenses may be claimed. The allowance will be calculated at a rate set in accordance with the "Multiple District General Reimbursement Policy". If air transport is available and the officer decides to use private transport to travel the maximum amount payable will be the lesser of the actual air fare payable or the car allowance. Refer District Policy Minutes, Section 8.4 (b).
Meals	Meals for the Cabinet Secretary Designate at Multiple District Training Seminar. Refer District Policy Minutes, Section 8.5 (c)

**ANZI Pacific Forum:**

District Governor Accommodation, travel and meals.	District will contribute towards the payment of reasonable expenses in relation to accommodation, travel and meals, incurred by the District Governor whilst attending an ANZI Pacific forum during their term of office. The amount to be contributed by District shall not exceed \$1000 and is not to surpass the actual expenses incurred which must be confirmed by presentation of receipts. Refer policy minute Section 8.8
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**DGE Expenses:**

Telephone & Postage	Reasonable Telephone and Postage expenses incurred by the District Governor Elect's Executive in setting up their District Cabinet. Refer District Policy Minutes, Section 5.5
Printing & Stationery	Reasonable Printing & Stationery expenses incurred by the District Governor Elect's Executive in setting up their District Cabinet. Refer District Policy Minutes, Section 5.5
Bannerettes and Pins	Costs associated with the District Governor Elect purchasing bannerettes or pins to the equivalent value of 300 bannerettes. Refer District Policy Minutes, Section 5.1
Club Officer Information Network and Sharing	Reasonable expenses incurred by the District Governor Elect's Executive in conducting the Club Officer Forums. Refer District Policy Minutes, Section 5.6
Cabinet Officer Training	All income and expenses associated with conducting training for incoming Cabinet Officers
District Officer Name Badges	Costs associated with providing name badges for Cabinet Officers and partners.

**Changeover Expenses:**

Hospitality for Management Team	The District Governor, the Immediate Past District Governor, their Cabinet Secretaries, Cabinet Treasurers, Ass Cabinet Secretaries, Constitution & By-Laws Chairperson, the Vice District Governors and their partners shall be the Official Guests of the District at the function, including hospitality. Refer District Policy Minutes, Section 6.2 (c)
Accommodation	The District Governor & the Immediate Past District Governor and their partners shall have their bed & breakfast paid providing the function is not held in the town or city of their domicile. Refer District Policy Minutes Section 6.2 (d)
District Awards	Awards presented by IPDG to Cabinet Officers who have completed their year in office. Total Cost not to exceed \$1500.00. Refer District Policy Minutes, Section 6.2 (f).

Presentation to IPDG and Partner	a) The cost of any presentation to the IPDG and Partner upon retirement from office. Cost not to exceed \$400.00. Refer District Policy Minutes, Section 6.4 b) P.D.G Lapel Badge – Policy Minutes, Para 6.3
Other Expenses	Other legitimate costs associated with staging the District Changeover.

### Office Expenses:

Postage	Postage Costs associated with running the District.
Telephone	Telephone Costs associated with running the District.
Internet	Costs associated with maintaining the District Web Site.
Printing & Stationery	Costs associated with the provision of Printing & Stationery items for the District including the monthly usage invoice for the photocopier.
Audit & Incorporation Fees	The payment of Audit Fees to our Auditor plus Audit Fees charged by Westpac Banking Corporation. Fees associated with submitting our Annual Return to the Office of Fair Trading.
Insurance	District General Property Insurance & District Fidelity Bonding – Invoiced by Multiple District201 Council Additional General Property Insurance Premium – Invoiced by JUA Underwriting
Registration Insurance and Repairs to the District Trailers	Registration Costs for District Trailers AX-7772 and ?
Funds transferred to Equipment Purchasing Fund	A minimum of \$1000.00 per annum transferred to Equipment Purchasing Fund in accordance with District Policy Minute, Section 4.3
Miscellaneous	Sundry Administration Account Income and Expense Items including costs for District Governor & partner to attend the White Cane Dinner. Refer District Policy Minute Section 4.6



**Cake and Mint Fund:**

Cake / Mint Rebate	Rebate received from MD 201 Christmas Cake and Mint Sales
Distributions	Allocations from the Cake / Mint Rebate as approved by District Cabinet.
Awards	Annual Club Awards of \$250.00 each for the following categories: - Highest Sales by Weight for Cakes Largest Increase by weight from previous year for Cakes Most Sales per Club by carton by member for Mints
Chairperson's Expenses	Authorised expenses incurred by the District Christmas Cake / Mint Chairperson.
Cake Icing Income	Income from Auction of Iced Christmas Cakes at Convention
Melvin Jones Fellowship	Purchase of Melvin Jones Fellowship in terms of Policy Minute 4.20

**Convention Fund:**

District Dues	Dues collected for the Administration Ledger Account under District By-Law Article VI Section 2 (b) (i)
Accommodation and Hospitality Management Team & Guests	Hospitality Books for approved officers and Official Guests at District Convention. Refer District Policy Minutes, Section 9.7(a) & (b) & 9.8
Non-Refundable Grant	From the \$3.50 per member Dues collected, \$2.50 per member to be paid to the Convention Organising Sub- Committee’s Convention Account. This payment is to be based on the District membership as at the 1 <sup>st</sup> of July, immediately preceding that year’s convention. Refer District By-Law Article VI Section 2 (c) (iii)
Refundable Advance	Advance up to \$3000.00 as determined by Cabinet is payable to the Organising Sub- Committee upon request, following the rising of the previous year’s convention. The advance shall be repaid on the finalization of Convention Accounts and within 60days of the close of convention.
Sponsorships	Funds received from Sponsors to help offset the cost of the District Convention
Dry Cleaning Flag Set	The cost of dry cleaning of up to 20% of the District Flag Set annually. A quote to be obtained and presented to District Cabinet for approval prior to the work being done. Refer District policy Minute Section 10.6
Convention Surplus / Deficit	Convention Surplus - Surplus funds returned to District after the finalization and Audit of Convention Accounts. Convention Deficit – Funds required from District to settle Convention financial commitments
Other	Other Expenses relative to the District Convention.

**District Governors Team Fund**

District Dues	Dues collected for the Administration Ledger Account under District By-Law Article VI Section 2 (c)
District Governor’s Honorarium	Dues collected above shall be paid in full to the District Governors Team on a six-monthly basis subject to the provisions of District Policy Minutes, Section 4.11

**District Officers Fund**

District Dues	Dues collected for the Administration Ledger Account under District By-Law Article VI Section 2 (d)
District Officers' Honorariums	Dues collected above returned to Cabinet Officers in recognition of expenses associated with the performance of their Cabinet Duties.

**District Newsletter Fund:**

District Dues	Dues collected for the Administration Ledger Account under District By-Law Article VI Section 2 (e)
Production Costs	Costs associated with the provision of the District Newsletter.
Other Expenses	Any other legitimate expenses incurred in the production of the District Newsletter.

**Leadership Training Fund:**

Cake / Mint Rebate	Funds Allocated to Leadership Training from the annual Christmas Cake / Mint rebate
Distribution from District	Funds allocated to Leadership Training by the District Cabinet from the Administration Fund.
Leadership Course Materials	Costs incurred in providing Course Materials, including the Club Officer and Cabinet Officer training manuals.
Leadership Courses - Venue Hire	Costs associated with providing venues for Leadership courses.
Leadership Courses - Catering	Costs associated with providing food and drink to course participants and leaders.
Lions Leadership Institutes	District contribution towards the cost of travelling to the Institutes in accordance with District Policy Minutes Section 4.9.

Incoming Club Officer Training	Cost incurred in conducting various training sessions for incoming Club Officers
Incoming Cabinet Officer Training	Cost incurred in conducting various training sessions for incoming Cabinet Officers
Other	Any other legitimate costs incurred in the running of the District training programme.

### Membership Promotion and Development Fund

Cake / Mint Rebate	Funds allocated to Membership Development by the District Cabinet from the annual Cake / Mint Rebate
Distribution from District	Funds allocated to Membership Development by the District Cabinet from the Administration Fund.
Posters, Banners, Materials, Brochures	All capital expenditure for acquisition of materials, associated freight costs, laminating and replacement
Course Expenses	Venue hire, travel reimbursement in terms of District Policy Minutes 4.14
Accommodation Costs	If overnight accommodation is required and such expenditure has been authorised by the District Governor
Catering	Costs associated with providing food and drink to course participants and leaders
Advertising	Cost of advertising when appropriate to promote membership within the District
Other	Any other legitimate costs incurred in the running of the District Membership Promotion and Development programme

### District Services Team Fund:

LCI	Contribution received from Lions Clubs International
Provision Form District Administration Account.	Funds transferred to the Fund on authority of Cabinet
Chairperson's Expenses	Authorised expenses incurred by the DST leader.
Convention Expenses	Expenses associated with the District Convention.
Workshop Expenses	Expenses associated with the District workshops.

**Equipment Maintenance Fund:**

Cake/Mint Rebate	Funds allocated from the annual Christmas Cake / Mint Rebate
Distribution from District	Distribution from District
Equipment Maintenance	Cost of maintenance to District Equipment items

**Equipment Purchasing Fund:**

Cake / Mint Rebate	Funds allocated from the annual Christmas Cake / Mint Rebate
Distribution from District	Distribution from District at end of financial year under District By-Law Article VI Section 2(g)
Equipment Purchases	Equipment items purchased by the District
Funds transferred from District Administration Sub- Ledger	A minimum of \$1000.00 per annum transferred from District Administration Sub Ledger in accordance with District policy Minute, Section 4.3

**Multiple District Clearing Account:**

Multiple District Dues	Multiple District dues (including levies and insurance premiums) collected on behalf of Clubs for remittance to Multiple District.
Voluntary Payments	Voluntary payments collected on behalf of Clubs for remittance to Multiple District or recipients.

**Suspense Account:**

Miscellaneous	Details of all Income & Expenditure Items should be provided in financial reporting.
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**LIONS DISTRICT 201 Q3  
ACTIVITIES ACCOUNT  
CHART OF ACCOUNTS**

**Community Service Fund:**

Bank Interest / Fees	Interest earned on District Activities Working Account
Investment Interest	Interest earned on Activities Fund Investments.
GVK Magic Show	Income from the Lions Club of Golden Valley Keperra Magic Show
Supported Projects	Receipt of Donations from Clubs to Various Lions Foundations and Projects and distributions in terms of Clubs instruction.
Audit Fees	Payment of fees to our Auditor
Miscellaneous	Details of all other Community Service Income & Expenditure Items

**Drought Appeal Fund:**

Donations	Donations received for Drought Appeals
District Support	Payments made by District 201 Q3 to approved recipients

**Diabetes Awareness and Action Program Fund :**

Donations	Donations received for Drought Appeals
District Support	Payments made by District 201 Q3 to approved recipients

**District 201Q3 Disasters Fund:**

Donations	Donations received for disasters within the boundaries of District 201 Q3.
District Support	Payments made by District 201 Q3 to approved recipients within the boundaries of District 201 Q3

**Leo Fund:**

District Dues	Dues collected for the Activities Ledger Account under District By-Law Article Vi Section 3 (b)
State Leo Conference	Reimbursement of cost for District 201 Q3 Leo representative and Leo chairperson to attend the State Leo Conference – not to exceed \$1500.00. Refer District Policy Minutes, Section 14.6. (see below)
Accommodation	Accommodation Costs for the District 201 Q3 Leo Representative & the Leo Chairperson at the annual State Leo Conference
Fares	Cost of Fares for the District 201 Q3 Leo Representative & the Leo Chairperson at the annual State Leo Conference
Other	Other legitimate Costs for the District 201 Q3 Leo Representative & the Leo Chairperson at the annual State Leo Conference
State Leo Council	Levy from State Leo Council to help meet the cost of the State Leo of the Year winner attend Multiple District Convention. District will contribute \$200.00 per annum or such other budget figure as sought from the “Q” Districts by the State Leo Council. Refer District Policy Minutes, Section 14.5.
Chairperson’s Expenses	Authorised expenses incurred by the District Leo Chairperson.
Leo Banners	Costs associated with District providing a new banner to each newly formed Leo Club.

**Youth Exchange Fund:**

District Dues	Dues collected for the Activities Ledger Account under District By-Law Article VI Section 3 (a)
Chairperson’s Expenses	Authorised expenses incurred by the District Youth Exchange Chairperson.
Other	Other Income & Authorised costs associated with the Youth Exchange Programme.

**International Youth Camps Fund:**

District Dues	Dues collected for the Activities Ledger Account under District By-Law Article VI Section 3 (a)
Chairperson's Expenses	Authorised expenses incurred by the Chairperson.
International Youth Camps - Fees	Registration Fees for International Youth Exchange Camps received from participants.
International Youth Camps - Donations	Donations received for International Youth Exchange Camps
International Youth Camps – Expenses	Authorised expenses associated with the running of International Youth Exchange Camps
Other	Other Income & Authorised costs associated with the Youth Exchange Programme.

**Youth Insearch Fund:**

Donations	Donations received for the Youth In-search programme.
Camps - Advance	Payment of Advance to finance upcoming Youth In-search Camps
Chairperson's Expenses	Authorised expenses incurred by the Youth In-search District Chairperson



## Youth of the Year Fund:

Club Entrance Fees	YOTY entrance fees paid by participating Clubs
Multiple District Entrance Fees	District entrance fee paid to Multiple District 201 Council
Chairperson's Expenses	Authorised expenses incurred by the District YOTY Chairperson
Zone Finals Expenses	Authorised expenses incurred in running Zone Finals The amount Clubs should receive from the Youth of the Year Account to conduct Zone Finals should be contained in the "Youth of the Year" Budget and discussed at the first Cabinet Meeting each year. Refer District Policy Minutes, Section 14.9
Region Finals Expenses	Authorised expenses incurred in running Region Finals The amount Clubs should receive from the Youth of the Year Account to conduct Region Finals should be contained in the "Youth of the Year" Budget and discussed at the first Cabinet Meeting each year. Refer District Policy Minutes, Section 14.9
District Final Expenses	Authorised expenses incurred in running District Final The amount Clubs should receive from the Youth of the Year Account to conduct the District Final should be contained in the "Youth of the Year" Budget and discussed at the first Cabinet Meeting each year. Refer District Policy Minutes, Section 14.9
State Finals Expenses	Authorised expenses incurred by the District Governor and Partner, the District Youth of the Year Chairperson and Partner, the District Youth of the Year winner and one Parent to attend the State Final of Youth of the Year are to be paid from the District Youth of the Year Account. Refer District Policy Minutes, Section 14.7
State Budget	District 201 Q3 contribution to the Budget of the State YOTY Coordinator
Merchandise	Cost of providing YOTY Merchandise Income from the sale to Clubs of YOTY Merchandise
Other	Other authorised legitimate Costs associated with YOTY Project.

**Children of Courage Fund:**

Donations	Donations received for the Children of Courage Programme
General Revenue / Expenses	Other Income for the Children of Courage Programme Authorised expenditure items associated with the Children of Courage

**Promotions Fund:**

General Revenue / Expenses	Income received for Promotions Expenditure items for Promotions including the cost of framing the Charter Certificate for newly chartered Clubs.
New Club Banners	Costs associated with District providing a new banner to each newly chartered Lions Club within District 201 Q3

**Suspense Account:**

LCIF Grants	Monies received from LCIF for Special Grants and expenditure items associated with the completion of the project.
Miscellaneous	Other amounts received or paid pending clearance.

# **Addendum to Policy Minutes “D”**

## **Code of conduct for Lion Members**

### **POLICY STATEMENT**

Under the Constitution of Multiple District 201 of Lions Clubs Inc.

“Membership of the Multiple District shall be deemed to constitute an acknowledgement that each Lions Club and its members accept and shall observe the Code of Conduct from time to time in force as adopted by the Council.”

Members should be advised of the Code of conduct and acceptance of its terms should feature as part of the new Lions induction to the club.

### **1. INTRODUCTION**

Our Code of Conduct represents the culture we strive to have, and it provides a shared understanding and expectation of the way we behave as individuals, towards each other, our members, clients, donors, partners, and other supporters.

### **2. PURPOSE AND SCOPE**

The Code supplements our legal obligations in areas such as Occupational Health and Safety, Equal Opportunity, and Privacy. It applies to all Lions members’ staff and associate volunteers – we help our communities through service.

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

This code outlines the "Standards of Conduct" that apply to all members of Lions Clubs International. This code of conduct is to be read in conjunction with the Lions International Ethics and Purposes.

All members of Lions Clubs are "Volunteers" and are involved with Volunteer work for the benefit of the community. In the provision of these services, the public are entitled to expect that all members of Lions Clubs will:

- conduct themselves and discharge their responsibilities with professionalism and integrity;
- observe fairness and equity in their dealings with the public and other members;
- comply with, and be seen to act within the spirit and letter of the law; and
- act in the public interest and give priority to duties and obligations.

It is essential that members of Lions Clubs have a clear understanding of their role as "Volunteers" and of the standards expected of them whilst dealing with members of the community.

This code seeks to:

- inform all members of Lions Clubs of the standards of conduct expected of them,
- ensure that embarrassment is not brought upon Lions Clubs or its membership because of a lack of understanding of Lions Clubs standards of conduct; and
- promote a positive image of Lions Clubs and members.

- At all times under the provisions of this code members are expected to conduct themselves in a manner that does not discredit:
- the individual member, having regard to their official position held within the Lions Clubs; or
- the reputation of Lions Clubs.

### **3. AN EXPLANATION OF LIONS PURPOSES AND ETHICS**

Lions Club members in Australia and their volunteers are united by our Purposes and Ethics

Our Purposes and Ethic are the principal elements that bring us together. Underpinning this is an expected Code of Conduct that states who we are and how we conduct ourselves in our work on behalf of Lions International and in situations where we are recognised as a spokesperson or representative of our Lions Clubs.

Our Purposes and Ethics are the rules, or standards of conduct, that Lions Clubs International imposes in respect of the rights and interests of its members; so that they recognise the fundamental moral principles that underpin every decision and action that a Lions member may make.

Lions Purposes and Ethics seek to impose a culture of:

- Humanity
- Non-Political Behaviour
- Neutrality
- Independence
- Voluntary Service
- Unity and,
- Universality.

## **4. CODE OF CONDUCT- AN EXPLANATION**

### **4.1 THE LIONS PURPOSES AND ETHICS.**

Lions are bound by their Lions Purposes and Ethics that under-pin this code. The Purposes and Ethics distinguish us from other organisations and hence distinguish our Code from other codes. Specifically, the principles of Humanity, Non Politics and Independence characterise the way we work to serve through our programs and promote our values. These Purposes and Ethics apply to our behaviour and interaction with each other.

Each Lion Can Demonstrate this by:

- upholding the human dignity of every person at all times through protecting the life and health of others and by promoting mutual understanding, friendship and cooperation
- ensuring their actions are guided by the needs of vulnerable people and by not discriminating on the basis of nationality, race, culture, gender, sexual orientation, religious beliefs, social b4.ackground, disability, family status, marital status, age or political opinions
- not taking sides in hostilities or engaging publicly in controversies of a political, racial, religious, or ideological nature
- acting at all times in accordance with the principles of Lions and the laws of the country in which they work.

## 4.2 RESPECT

Lions should genuinely acknowledge and respect each other's individual values, beliefs, efforts, and ideas

Each Lion Can Demonstrate this by:

- valuing and acknowledging the opinions and contributions of everyone
- treating everyone fairly, courteously and with respect
- contributing to dialogue and discussion in a constructive manner
- ensuring the way, they work promotes trust among others
- using language which is respectful to clients, the community and others
- abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation.

## 4.3 INTEGRITY

Lions should maintain high standards of integrity and be conscientious in their approach to work. Each Lion Can Demonstrate this by:

- conducting themselves honestly, reliably and without favouritism
- not engaging in fraudulent or criminal behaviour, bribery, or other unlawful conduct being transparent in their decision making
- providing constructive feedback to others in an honest and respectful way
- appropriately disclosing or mitigating a real or potential conflict of interest
- ensuring my actions and decisions are in the best interests of Lions.  
refraining from financially or sexually exploiting Lions clients including children and other vulnerable people and promptly acting on any reasonable suspicion that exploitation is occurring
- accurately recording and reporting Lions information

## 4.4 EMPOWERMENT

Lions should collaborate with the aim of empowering each other to be the best that we can be. Each Lion Can Demonstrate this by:

- working collaboratively with others and to the best of their ability
- sharing information and acting in good faith
- developing, maintaining, and using their skills and capabilities and those of others
- providing support to their team members to help achieve common goals
- generating and supporting innovative ideas to improve their work
- recognising the importance of fun and enjoyment in the workplace

## 4.5 ACCOUNTABILITY

Each Lion should acknowledge and assume responsibility for their own actions and personal behaviour and know that they are entitled to expect the same from others.

Each Lion Can Demonstrate this by:

- acknowledging that they are responsible for behaving in accordance with the Lions Purposes and Ethics, relevant laws, Lions International policies and this Code

- only making commitments they know they can fulfil, and following through on them
- taking responsibility for their work and performance
- raising a perceived breach of the Code in good faith
- not victimising anyone for raising a breach in good faith
- ensuring their expectations of others are reasonable, clear, and understood
- recognising good performance and addressing performance shortfalls quickly, directly, fairly, and openly
- respecting and protecting the physical and intellectual property of Lions.
- ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

## 4.6 REPRESENTATION

Each member or volunteer should represent Lions in a way that respects the Lions Purposes and Ethics and promotes confidence in the organisation. This includes representing Lions while at work, when publicly displaying a connection to Lions (for example wearing t-shirts, pins or writing on letterhead) and in situations where they are recognised as a spokesperson or representative of Lions.

Each Lion Can Demonstrate this by:

- being mindful at all times (including outside work activity) that their actions can impact the reputation of Lions and the people they assist
- refraining from party political actions while publicly representing Lions
- acting in a way that does not harm the reputation of Lions
- ensuring the correct use of the Lions emblem
- only making comments in the media on behalf of Lions when authorised
- accepting gifts only when they are confident they are of token value, are genuinely offered in the spirit of goodwill, and where the giver is not seeking favoured treatment
- dressing in an appropriate manner when conducting Lions business.

## 4.7 CHAMPION

Each Lion should champion and stand up for Lions policies and procedures and comply with the laws of the country in which they work.

Each Lion Can Demonstrate this by:

- Actively supporting the safety, health and wellbeing of all Lions members and others they interact with.
- Protecting the privacy and confidentiality of Lions as an organisation, its members, staff, clients, partners and other supporters.
- Actively supporting, encouraging, and promoting diversity in the workplace.
- Understanding that many of our policies provide guidance on the way we treat each other, including the Equal Opportunity, Complaints and Grievance, Disciplinary Action, Occupational Health and Safety, Privacy, Protecting Children and Young People, Drugs and Alcohol, Diversity and Whistle-blower Policies, or Acts in each State or Territory.

## **5. BREACHES OF STANDARDS OF CONDUCT**

All members are to familiarise themselves with this code and ensure that its provisions are observed. Members should be aware that failure to comply with standards of conduct outlined in the code, without valid reason, will be addressed by the Executive of their individual club or if a satisfactory resolution is not achieved by the District Governor, Constitutional By-Laws Chairperson of their District or an appointed committee.

## **6. DETERMINATION OF CONDUCT**

Determining whether a member's conduct, is right and proper in terms of this code requires examination of:

- the nature of the conduct exhibited; and
- the context in which the conduct takes place.

## **7. RESPONSIBILITY TO COMMUNITY, GOVERNMENT AND LAW**

Members are to act in good faith, in accordance with both the spirit and the letter of the law and in the best interests of the community.

All members of Lions Clubs have responsibilities towards the government of the day and are to ensure political neutrality in all decisions regardless of which political party or parties are in office;

### **7.1 Public Comment**

Lions Clubs acknowledge that members have a right to make public comment and enter into public debate on political, community and social issues in a private capacity.

There are circumstances where public comment or debate by members is not acceptable. These include circumstances where:

- I. a public comment made in a private capacity may give rise to a public perception that it is in some way an official comment of Lions Clubs,
- II. a member is directly involved in advising on or directing the implementation or administration of government policy, and the public comment would compromise the member's ability to do so;
- III. a public comment amounts to improper criticism of the Government
- IV. a public comment amounts to an unwarranted personal attack on the character or integrity of another member or person.

### **7.2 Political Activity**

Members have the same right as any other citizen to freedom of political views and association. However, any political activity by members is to be conducted in a private capacity.

### **7.3 Lawful Directions**

Members are to obey any lawful direction, instruction or order given by any member or person authorised by law to do so.

## **7.4 Conflict of Interests**

Members of Lions Clubs are expected to perform their duties in such a manner that public confidence and trust in the integrity, objectivity and impartiality of Lions Clubs is paramount.

## **7.5 Personal Conduct**

At all times, members are to act and be seen to act properly and in accordance with both the spirit and the letter of the law and the terms of this code of conduct.

## **7.6 Use of Alcohol and Other Drugs**

Members are to ensure that the consumption of alcohol or other drugs does not adversely affect the performance of their volunteer duties.

## **7.7 Influence to Secure Advantage**

Members shall not use the influence of their powers or position, or the influence of any other person to obtain improperly, any appointment, advancement, decision or other advantage, either personally or on behalf of another.

## **7.8 Conduct Towards Members and Other Persons**

In the course of their functions, and in particular when exercising discretionary powers, members are to:

- I. treat all persons with respect and dignity and in a reasonable, equitable and fair manner;
- II. not intimidate, engage in sexual or other forms of harassment, unlawfully discriminate or otherwise abuse any person;
- III. observe merit in selection processes;
- IV. safeguard privacy and confidentiality of matters of a personal nature relating to other members of Lions Clubs;
- V. adhere to the principles of natural justice;
- VI. adhere to management principles and practices which foster the rights, and wellbeing of members and encourage access to volunteer assistance and development schemes;
- VII. ensure subordinates are set equitable and fair workloads;
- VIII. not inappropriately distract other members of Lions Clubs from carrying out their duties;
- IX. not allow personal relationships to adversely affect their volunteer performance or that of other members; and
- X. not induce other members to breach this code.
- XI. Demonstrate a high degree of individual responsibility.

## **7.9 Lions conduct when working with children**

Lions Australia is a highly respected organisation through its excellent work in the community and overseas projects. Its logo is highly recognisable and our members are often seen in the wider community performing much needed beneficial tasks and as members we are proud of our achievements. Given this, it is important for both our members and the community to maintain confidence in our activities. A significant part of maintaining this confidence is for all members to adhere to a Code of Conduct. Therefore, the following are reasonable expectations we put on ourselves when working with children.

Lion members and volunteers shall:-





- i. At all times whilst at a youth camp or other Lions organised youth events wear a Lions Identification Badge or Passes or lanyards.
- ii. At all times we will take all reasonable steps to protect children and young people in our care.
- iii. Not develop a relationship with child or young person that could be misconstrued as grooming behaviour by others.
- iv. Not develop a relationship with a child or young person that could threaten the child or young person's safety or wellbeing.
- v. Will not disclose children or persons private information other than within the obligations of the Child Safe Policy.
- vi. Be accepting of all children and young people in our care regardless of their ethnicity, religious beliefs, or gender identification.
- vii. Always treat children and young people in our care with respect.
- viii. Always act in accordance with Lions Australia child Safe policy.
- ix. Never offer alcohol or illicit drugs of any kind to a child or young person.
- x. Never be under the influence of alcohol or illicit drugs whilst in the position of care or responsibility of a child or young person.
- xi. Never expose children or young people to pornographic material from any medium.
- xii. Always know where the child or young person is when in your charge.
- xiii. Never intimidate a child or young person through tone of voice or verbally abusive language.
- xiv. Report any breach of the code of conduct through the Lions Feedback and Enquiries form located on the website here. [Keep in touch/feedback](#).
- xv. Uphold, respect, and protect those members and volunteers who in good faith report a breach of this code.
- xvi. Any breach of the Child Safe Policy may result in action by the Lions club to restrict the member's activities, suspend or cancel their membership.

## 8. CONCLUSION

This code of conduct has been developed to outline the ethics, principles, associated obligations and standards of conduct that apply to all members of Lions Clubs. For the code to be ultimately viewed by Lions Clubs and the community as an effective document, members need to view and utilise it in line with the following statement: This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions. Lions Australia will make the Code of Conduct available to clubs on the Lions Australia website.

**Addendum to Policy Minutes “E”  
Policy on Winding up a Lions Club.**

	<p align="center"><b>Winding – Up A Lions Club of District 201 Q3</b></p>	
	<p align="center"><b>PROCESS</b></p>	<p align="center"><b>ACTION CHECK LIST</b> ✓ or ✗</p>
<p><b>STEP 1</b></p> <p><b>Notification to Cabinet</b></p>	<p>Before action occurs by a Club to cease operating as a LIONS CLUB, at least one of the following Lions must be notified to ensure every possible assistance, guidance, and support is given to a Club finding itself in a “frustrated” state.</p> <p>That Lion will ensure the District Governor and Cabinet Team are informed.</p> <ul style="list-style-type: none"> <li>• Zone Chair</li> <li>• Region Chair</li> <li>• District Membership Chair</li> <li>• District Governor and Cabinet Management Team</li> </ul> <p>The District Governor, in consultation with the DMT Coordinator, will appoint a District Officer to visit the Club to discuss all the options that are available.</p> <p>The outcome of the discussion should not be the wish of one or two Lions only – but a general consensus of the majority of Club Members – remembering, it is the Club Members (not a Board of Directors in isolation of the whole Club) who make the initial step.</p> <p>Where there has been a close relationship with the Sponsoring Lions Club (in some cases this could be decades old), it is courteous to give early notice – there might be the opportunity for</p>	<p align="center"><input type="checkbox"/></p>

	<p>members to transfer to that Club or another Club within their area <b>if the decision is finally made to Wind Up.</b></p>	
<p><b>STEP 2</b></p> <p><b>Closing down your Club</b></p>	<p>Once it is resolved that there is no other option, than to Wind Up the Club, there are a number of steps and processes still required – remembering the Club still has responsibilities <u>before and after</u> the Winding Up is final.</p> <p>There needs to be a Special General Meeting called - giving each member of the Club (whether they be regular attenders or not) written notice calling the Special Meeting.</p> <p>It is advisable for a senior member of Cabinet be present at the Special General Meeting.</p> <ul style="list-style-type: none"> <li>• The Club Secretary should call a Special General Meeting in terms of the Club Constitution Rule 16 Section B:</li> </ul> <p><b>RULE 16 - CLUB MEETINGS</b></p> <p><b>Section B. Special meetings</b> of the Club may be called by the President, in his/her discretion, and shall be called by the President when requested by the Board of Directors, at a time and place determined by the person or body requesting the same and <b>fourteen (14) calendar days</b> prior written <b>notice thereof shall be given to each member of the Club</b> by the Secretary, by mail, electronic medium or personal delivery setting forth the purpose, time and place thereof.</p> <ul style="list-style-type: none"> <li>• The notice should include an agenda that states the reason for the calling of the meeting ie <ul style="list-style-type: none"> <li>○ to Close Down and</li> <li>○ to discuss distribution of the Clubs remaining surplus assets.</li> </ul> <p>(NOTE: This is also a requirement of the Qld “Office of Fair Trading”. A copy of the resolutions and minutes of the meeting will be required by the “Office of Fair Trading” in due Course.)</p> </li> <li>• The meeting should vote on a motion to disband and a <b>3/4</b> majority of Club members voting on the motion is required for the motion to be carried. Refer Club Constitution Rule</li> </ul>	

22:

### **RULE 22- DISSOLUTION / WINDING UP OF CLUB**

- i) The Club may be wound up by its members, subject to the adoption of a special resolution to wind up the Club at a General Meeting, carried by a **3/4** majority of Club Members present and voting thereon.
  - ii) If the Club is wound up, following the payment of all debts and other liabilities (including the costs of winding up) any remaining assets: -
    - a. Must not be distributed to the members or former members of the Club and;
    - b. Subject to the requirements of Australian Law and any Australian Court Order, must be distributed to another organisation with similar purposes which is a charitable and/or not-for-profit and not carried on for the profit or personal gain of members.
  - iii) In making distributions upon winding up, the Club must satisfy any obligations that apply to assets over which a trust exists."
- The Club should then decide how to distribute their assets. (Note: Rule 22.ii) & iii))  
(NOTE: All Liabilities must be paid first. Receipts will be required for any distributions, cash donations and physical assets e.g., BBQs, Tables, Trailers, Sheds/Dens, etc., for your final Audit)  
When all accounts have been paid and cheques etc. presented through the Club's accounts, **a final financial statement or audit of the accounts is required. Refer Rule 12 Section E (5) of the Club constitution: *Subject to the requirements of any statutory or regulatory provision from time to time in force, an audit of the funds of the Club shall be conducted.***  
(NOTE: When distributing your finances, you should remember that there would be a final account from your auditor that you will have to pay. It would be wise to obtain a quote from the auditor to ensure that sufficient funds are retained to pay the account).



### STEP 3

#### Winding up association of Incorporation

The following procedure for closing your Lions Club is taken from the website of the Office of Fair Trading (OFT).

### Choosing to close

You must call a general meeting to close down an incorporated association. You can **only** do this as long as your association is still solvent.

At this meeting, you must pass 2 separate special resolutions to:

- close down
- decide how to distribute any remaining surplus assets.

When distributing your surplus assets, you must:

- pay your liabilities first
- get receipts from any organisation that receive your assets
- obey your association's rules.

You then have the option to apply for voluntary cancellation

You can apply for us to cancel the incorporated association, provided your association:

- has no outstanding debts
- has paid all fees and penalties applying to it under the *Associations Incorporation Act 1981*
- is not party to any legal proceedings.

Your association then has 1 month to fill out and lodge the closure form (PDF, 135KB) and give us:

- a copy of the special resolution to close, signed by 2 office bearers
- copies of the receipts for your surplus assets
- your **original** certificate of incorporation
- your final financial statement.



Additional notation:

You must have recorded in your Minutes, a

1. Statement that the Club has no indebtedness to LIONS (International, Multiple District, or District) – local suppliers of goods and services – government agencies – members and others.
2. Audited Financial statements for all years have been submitted to the Office of Fair Trading as well as the necessary forms to wind up the association of incorporation.



- |  |  |  |
|--|--|--|
|  | <ol style="list-style-type: none"><li>3. As above, nominate the beneficiary/ies of the proceeds of all bank accounts to a like organisation – usually another Lions Club in the District – or it could be to a LIONS foundation or similar.</li><li>4. The original Incorporated Association document should be surrendered to the Office of Fair Trading with the winding up forms. Failing this document being found after an exhaustive search has been made of all records, and members' have no knowledge of it whereabouts, a Statutory Declaration is to be forwarded outlining the circumstances for not having it in the Club's possession.</li><li>5. Any and all remaining documents, stationery, financial records, minutes, etc be returned to the Cabinet Secretary.</li><li>6. If the LIONS Club has a LEO Club, then prior notice must be given to the District LEO Chairperson so that arrangements can be made for another LIONS Club to take over the administration of such LEO Club.</li><li>7. If the LIONS Club has a shed, park, vehicle, trailers, or other material assets, ensure these are addressed in the wind up process – a LIONS Park and LIONS signage (<i>e.g.</i>, Roadside) is generally a Regional or City Council concern.</li><li>8. Set the future date of cessation.</li></ol> |  |
|--|--|--|

<p><b>STEP 4</b> <b>Australian Business Number</b></p>	<p><b>Australian Business Number (ABN)</b> Check the ABN register to see if your Club has a registered ABN. Log onto the following Website: <a href="https://abr.business.gov.au/Search">https://abr.business.gov.au/Search</a></p> <ul style="list-style-type: none"> <li>• Type Club name into the search engine</li> <li>• If your Club is registered it will show in the list provided.</li> <li>• Note down the ABN number</li> </ul> <p>If your Club has an Australian Business Number (ABN) it must be cancelled. Follow the instructions below:</p> <ul style="list-style-type: none"> <li>• Log into the Appropriate website: <a href="https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/cancel-your-abn">https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/cancel-your-abn</a> Follow the index to find the cancellation link</li> <li>• Select the Cancellation link and</li> <li>• Follow the instructions on the website.</li> </ul> <p>Confirmation that the ABN has been cancelled will be sent to your email address. A copy of the cancellation notice should be forwarded to the Cabinet Secretary.</p>	
<p><b>STEP 5</b> <b>Sufficient Funds to close</b></p>	<p><b>Before disposing of all money</b> from all accounts, ensure the Club has sufficient funds to pay for:</p> <ul style="list-style-type: none"> <li>• Auditor's fees for outstanding year's returns and the final year of operation</li> <li>• Write cheques to the Office of Fair Trading for final lodgement fees – <b>the completion of documentation to the OFT is your Club's responsibility</b></li> <li>• Post Office Box charge is covered before the next annual payment to allow future mail to be actioned for at least the next 12 months</li> <li>• <del>Funds left in the Administration account – failing any need to celebrate the winding up or to pay the expenses of the Final Club Meeting – could be transferred to the Activities Account for distribution to a charitable organisation –</del> <b>Under no circumstances can Activity funds be used to clear outstanding membership dues or for any celebration function.</b></li> </ul>	



**STEP 6**


**General  
administration**

- A final MMR return to LCI via MyLION must be made to show that all Members have either resigned in good standing or transferred to another Lions Club – the Club records must then show a NIL balance – The Cabinet Secretary can help here if there is uncertainty.
- Give each Member a letter of thanks for their contribution to the Community and LIONS in general – giving them their LCI Member number as some might consider transferring or re-joining LIONS at some future time.
- Close all bank accounts after all cheques have been presented and auditor fees paid.
- Make sure you obtain official receipts from the beneficiary/ies as these will be required by the Office of Fair Trading.
- Should the Club have a Common Seal, this is to be sent to the Cabinet Secretary.
- Members leaving LIONS are to be reminded that car window decals are to be removed and the wearing of LIONS lapel pins/badges/apparel would not be appropriate.





<p><b>STEP 7</b></p> <p><b>Blue Card</b></p>	<p><b>Before Closing the Club,</b></p> <p>(a) The Club representative, usually the President or Secretary, is to complete and forward to the Department of Justice and Attorney General Blue Card Services the form “Delink a person from your organisation” for each member that holds a Blue Card. The form is available for download from the Blue Card services website.</p> <p><a href="https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/6b2d5537-9e99-4942-8bd2-2d4efd14f4fc">https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/6b2d5537-9e99-4942-8bd2-2d4efd14f4fc</a></p> <p>or</p> <p>or this can be done on line via your Clubs Blue Card Services portal</p> <p>(b) Each member of the Club that holds a Blue card is also to individually complete a Department of Justice and Attorney General Blue Card Services form “No Longer with Organisation (for Applicants / Cardholders)”. The form is available for download from the Blue Card services website.</p> <p><a href="https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/1e1dd854-af77-44f3-8600-5db4feb94400">https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/1e1dd854-af77-44f3-8600-5db4feb94400</a></p>	
<p><b>STEP 8</b></p> <p><b>Formal closure</b></p>	<p>You and your Club have been a vital part of LIONS and your community, and as such, the Club should be recognised accordingly, by having a final meeting to celebrate your achievements</p> <p>Upon closure of the Club, the Club’s Charter, ClubBanner, Flag Set, Gavel &amp; Gong and other regalia should be returned to the District Governor or their representative with the request that the documentation for Lions Clubs International be completed and notification made to the Multiple District Office.</p> <p>[Returned items should be noted in the District’s Asset Register and stored safely in the District Storage Shed or with the District Historian]</p>	

<b>STEP 9</b>	Although you might have considered all aspects have been covered in a Winding Up, there could always be correspondence arriving well after the closure.	
<b>After closure</b>	<p>Be willing to respond in a positive way by advising of the closure of the Club – and if considered appropriate, advise of options to satisfy their correspondence/request.</p> <p>Some communities would welcome knowledge of your closure, and a simple advertisement thanking them for their continued support over the years might be advisable.</p>	

<b>MANAGEMENT TEAM</b>	Process supported: _____ District Governor	<b>DATE:</b> _____ -
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**Addendum to Policy Minutes “F”**

**CHILD & YOUTH RISK MANAGEMENT STRATEGY**  
**LIONS CLUBS INTERNATIONAL – DISTRICT 201Q3**



# **Child and Youth Risk Management Strategy**

District 201Q3 of the International  
Association of Lions Clubs Inc.

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### **8.3 Complaints Handling**

### **8.4 Club Child & Youth Risk Management Strategy Annual Review**

## **9. Glossary**

## **10. References**

Queensland legislation website

Blue Card Services website

Applicant/Cardholder

Applicant/Cardholder Portal

Organisation (Lions Club)

Organisation Portal

Video Clips

External Support Service Providers

**Lions Australia website**  
**Lions District**

## **Introduction**

The Working with Children (Risk Management and Screening) Act 2000 (herein referred to as "the Act") and the accompanying Regulation provide the statutory foundation for any organisations, including Lions Clubs, that co-ordinate and conduct activities with children and youth. Blue Card Services is the regulatory authority that administers and ensures compliance with the Act in Queensland.

Such Lions Clubs have a statutory obligation to develop and implement a Child and Youth Risk Management Strategy (herein referred to as "the Strategy") based on:

- Eight mandated requirements of Schedule 1, Queensland Working with Children (Risk Management and Screening) Regulation 2020;
- Blue Card Services' [Child and Youth Risk Management Strategy Toolkit](#) and accompanying [Self-Assessment Checklist](#) and associated resources; and
- Requirements as documented in the [Lions Australia Child Safe Policy and LEO Policy Template](#).

The Child and Youth Risk Management Strategy guides Lions Clubs:

- to fulfil the eight statutory requirements (outlined below and covered in Sections 1 to 8):
  1. **Statement of Commitment:** to the safety and wellbeing of children and the protection of children from harm
  2. **Child Safe Conduct:** for Lions members and others who interact with children and youth.
  3. **Recruitment Training and Management:** club members and volunteers
  4. **Handle Disclosures or Suspicions of Harm:** respond to concerns and allegation, document and report, and notify statutory authorities
  5. **Manage Strategy Breaches:** failure to comply with duty of care or breaches of Child and Youth Risk Management Strategy requirements
  6. **Manage Risks:** identify, assess and control risks emerging from the operational environment of any activities (including high risk activities and special events) involving children or youth
  7. **Blue Card Compliance**
  8. **Communication and Support**
- manage risks associated with child safety and harm prevention;
- give assurance that children and youth engaged in Lions activities are protected, regardless of circumstance.

The Child and Youth Risk Management Strategy must be read in conjunction with the following organisational documents:

- [Lions Australia Child Safe Policy](#)
- [Lions Australia LEO Policy Template](#)
- [Lions Australia Code of Conduct](#)
- [Lions Australia Risk Management Manual](#)
- Lions Club Policy Minutes

### **Who must comply with the Strategy?**

The Lions Club requires all persons engaged in Club activities involving children or youth to have a working knowledge and comply with all relevant requirements of the Child and Youth Risk Management Strategy. The requirements apply, but are not limited to, the following:

- Lions Club members (including Club Board members)
- volunteers (including Lions family members)
- any adult contracted, either for remuneration or not
- any adult acting on behalf of the Lions Club

The Lion responsible for coordinating a Lions Club activity involving participation of children or youth (with assistance from the Club Child Safe Officer) will ensure the pertinent requirements of the Strategy are understood and complied with by all persons involved.

Parents and carers can ask for access to the Child and Youth Risk Management Strategy from an organisation (Lions Club) conducting activities involving children and youth. Refer [Information for Parents and Carers](#) fact sheet.

**NOTE:** any appearance of “Club”, “Lions Club”, “Lion”, “Lions Club member”, “Club member” or “Lions member” throughout the Strategy is taken to apply to a Lions Club, Club Branch; and their respective members.

## 1. Statement of Commitment

Our Lions Club is committed to the safety and wellbeing of all children and youth engaged in any of our activities. The requirement to provide a safe and supportive service environment is a core function of this commitment and is represented in the following way:

- We treat children and youth participating in Club activities with respect
- We accept all children and youth in our care regardless of their ethnicity, first language, cultural or religious beliefs, ability or gender identification
- We acknowledge that the requirement for safety of children and youth is the responsibility of every adult member and volunteer
- We acknowledge that any action or inaction which has the potential to harm or place a child or youth at risk is not and cannot be condoned by this Lions Club
- We take reasonable measures to have members and volunteers adequately informed and able to comply with the Lions Club's Child and Youth Risk Management Strategy and relevant statutory provisions
- We act to protect children and youth from harm or circumstances that pose a risk
- We take disclosure or allegations of harm seriously and take all necessary action as required
- We undertake reviews and update the Lions Club's Child and Youth Risk Management Strategy

## 2. Child Safe Conduct

Child Safe Conduct apply to all stakeholders involved with this Lions Club including Lions members, volunteers, contracted parties, parents/carers, children and youth.

Lions management of activities involving children or youth must accord with principles of duty-of-care to self and others consistent with requirements derived from Blue Card Service Child and Youth Risk Management Strategy Toolkit, Lions Australia Child Safe Policy, and Lions Australia Code of Conduct.

### 2.1 Conduct

The Lions Australia Code of Conduct is binding upon all Lions and covers what is acceptable. The default position is to call out or confront any form of unacceptable conduct regardless of situation, and whether adults, children or youth are involved.

**NOTE:** under Clause 5.1 of the Constitution of Multiple District 201, “membership of the Multiple District shall be deemed to constitute an acknowledgement that each Lions Club and its members accept and shall observe the Code of Conduct from time to time in force as adopted by the Council.”

The Code of Conduct provides guidance based on the following key principles:

- Uphold Lions Purposes and Ethics
- Respect Individuals
- Demonstrate Integrity
- Empower Others
- Be Accountable

- Faithful Representation
- Champion Compliance

Implementing the Lions Australia Code of Conduct requires:

- set clear expectations and communicate acceptable norms
- check that expectations are understood
- monitor for compliance

Where conduct is unacceptable:

- provide a measured response proportionate to the severity of the breach
- follow through to defuse and/or resolve the situation
- review what triggered the situation
- reaffirm the safety and welfare of those involved
- reinforce expectations of acceptable norms
- attempt to resolve issues between all affected parties
- clarify importance of complying with Lions Australia Code of Conduct

## **2.2 Language**

The following language norms apply when Lions members and volunteers engage directly or indirectly with children or youth:

- Apply language that is positive, respect difference of ethnicity, first language, cultural or religious beliefs, ability or gender identification and age.
- Be mindful of circumstances and always be encouraging, positive and supportive.
- Provide constructive feedback when and if required.

Where language usage breaches acceptable norms, callout and remedy the situation. In general, breaches include but are not limited to: offensive, racist or discriminatory comments, insults, criticisms or name calling, bullying, swearing, yelling, sarcastic, insensitive or derogatory remarks, explicit or implicit jibes of a sexual or provocative nature, innuendos or gestures.

## **2.3 Supervision**

Supervision and oversight of children and/or youth engaged in Lions activities is determined by:

- the type of activity
- the extent of risks identified (refer Section 6– Managing Risk)
- the age range, abilities and number of children and youth
- ratio of responsible adults with valid Blue Cards to the numbers of children or youth. Note: a minimum of two responsible adults (preferably male and female) are required to supervise children or youth and manage the identified risks.

Supervisory authority by Lions members is best demonstrated by:

- wearing a badge/lanyard that display name and designation
- knowing the location of children or youth in attendance
- taking charge of the activity and ensuring locality is adequately managed and secure
- denying unauthorised access by any person to children or youth in attendance
- ensuring another responsible adult is always present
- avoiding private meeting/discussion with a child or youth without another responsible adult being present
- reminding children and youth to report any situation where they feel unsafe or at risk or being harmed
- set clear expectations for drop off and pick up times where children or youth are not accompanied by parent or carer.
- ensuring children or youth are not left unattended at any time and during drop off and pickup - confirmation of parent/carer identity may be required
- establishing contingency arrangements to deal with emergent issues involving children or youth e.g., missed pick up, incident, illness, injury



## **2.4 Physical Contact**

In all situations of physical contact with children or youth, Lions members must be:

- proactive in protecting children and youth from harm and personal abuse
- respectful of interpersonal boundaries and rapport
- aware of task demands and child or youth capabilities
- responsive in offering first aid treatment and ensuring wellbeing
- mindful of the impact and consequences of physical contact whether such contact is consensual or not

Lions and volunteers must not engage in inappropriate physical contact including but not limited to:

- touching or other forms of physical contact which breach personal and cultural boundaries (i.e., groping, molesting, caressing, tickling, fondling, cuddling, kissing, hugging, high fives, comforting, patting and petting, bodily contact or interfering with clothing to embarrass or mock)
- grooming which occurs across a range of interactions (i.e., face to face, online)
- situations or opportunity where children or youth may be caught in the moment or off guard, triggering vulnerability, exposing a weakness, or sensitivity (i.e., on lap for photo opportunity, selfies, practical joke)
- wilful actions where violence or aggression take effect (i.e., hitting, kicking, slapping, pushing, punching)

## **2.5 One-on-One Contact and Relationships**

Lions and volunteers demonstrate ideal one-on-one contact when they:

- lead by example, present a positive role model
- provide authority and leadership
- set standards for dress, language, conduct and personal familiarity
- establish lines of trust and accountability
- provide guidance and assistance where needed
- empower and enable collaboration, informed choice and self-directed decision making
- ensure equal access and uphold rights to participate

Lions members and volunteers need to avoid:

- circumstances where another adult is not present or visible
- personal gift-giving any other forms of reward or inducement
- making overt or subtle gestures
- any actions or behaviours that potentially lead to physical, emotional or psychological harm
- threats or any action that compromises their safety or wellbeing

Lions and volunteers are advised not to:

- engage in conduct that could be misconstrued as grooming
- impinge upon personal boundaries and rights to privacy
- show favouritism or cultivate favourites
- express bias (social, cultural, sexual, status)
- become fixated or form attachments
- engage in any form of sexual commentary (explicit or implicit), provoke, gesture or lurid behaviour, innuendo, or attempt to share sexually explicit material, or attempt to engage sexual relations

Where an established relationship exists between member, volunteers and children or youth attending a Lions activity, Lions and volunteers are advised to:

- comply with accepted norms for face to face communication
- exercise due care with interpersonal communication (verbal, phone, written, email, social media) apply norms that would be acceptable to the public and be transparent)
- avoid airing or discussing personal/private matters
- communicate requirements for personal safety and wellbeing

## **2.6 Smoking, alcohol consumption and use of medications and drugs**

All Lions and volunteers must:

- ensure their ability to function (physical or cognitive) is not impaired due to consumption of alcohol, legally prescribed medications and/or other substances to the point where adequate care and safety of children or youth is at risk.
- not smoke or vape in the presence of children or youth.
- comply with current Queensland regulations for designated smoking and non-smoking areas - enclosed places, vehicles and facilities.
- not offer alcohol, tobacco or vaping products or other substances (including prescribed medication or illicit substances) to any child or youth.

## **2.7 Venues & Functions**

Assess the suitability of a nominated venue for a Lions activity well in advance.

Identify site specific risks at venues and the controls to provide children and youth with adequate access and assurance of their safety and wellbeing throughout the activity or function.

Areas for consideration include but are not limited to:

- amenities
- accessibility (mobility, rights of access) of venue for activity
- location - public or private restrictions
- surrounding environment (e.g., nearby busy roads, waterways, pool, bushland, public access)
- nature of activities to be conducted and associated risks
- activity specific Insurance coverage
- activities matched to venue suitability
- supervision requirements (refer Section 2.3 - Supervision)

## **2.8 Toilets/Change Rooms**

Lions responsibilities are limited to checking facility for serviceability, privacy and safety.

Children and youth must be able to take care of their own toileting and personal hygiene, toileting, showering and the need for clothing changes. If not, the responsibility for rendering assistance rests with parent or carer. Consider the use of a "buddy" system where children or youth travel in pairs to and use the facility.

In general, emphasise personal hygiene norms e.g., hand washing and monitor use of facilities.

## **2.9 Parent/Carer Permissions**

Parental/carers permission must be obtained in writing and duly signed prior to fulfilling any of the following arrangements:

- high risk activities (e.g., water activities, camping, hiking, rock climbing, high ropes, etc)
- transportation
- accommodation
- storage and handling of medications
- dietary requirements and food restrictions
- Medic Alert responses and Health records
- publication of images, video and audio files, interviews and written content

Verbal, text or phone messages are not acceptable substitutes.

Comply with Section 3.5 - Records Management requirements.

## **2.10 Images and Recorded Content**

Written parent or carer permission is required in advance of producing, storing and distributing any image or recorded content (film, video, live streams, audio and written work) where children or youth are engaged in Lions activities (refer [Lions Australia Image Consent and Release Form for Adults and Children Photography and Video form](#)). Children and youth are entitled to be protected (refer eSafety Commission and Children and Media Australia), assurances and compliance requirements that must be met include but are not limited to:

- being vigilant - identify and address attempts at grooming, profiling or exploiting
- restricting the production, storage and distribution of images and recorded content (capturing and/or distributing images or recording to unauthorised media platform or storage is unacceptable)

- ensuring children or youth are not inappropriately attired or shown in a suggestive, alluring or sexually explicit way
- prohibiting children or youth from being shown or given pornographic material

Being mindful of the rights to privacy and personal boundaries afforded to children and youth.

Production, storage and distribution of any images or recorded content involving children or youth engaged at Lions activities must be conducted in accordance with the Lions approved social media sites or publications (Lions Clubs International public website at [www.lionsclubs.org](http://www.lionsclubs.org), Lions Club International members-only intranet site (MyLCI), other LCI member databases, LEO Club website, Lions Club and District websites, or Lions and LEO Club publications).

Comply with Section 2.9 - Parent/Carer Permissions and Section 3.5 - Records Management requirements.

### **2.11 Use of technology and social media**

The safety of children and youth when using digital technology and social media creates a number of practical implications and compliance requirements.

Lions Clubs need to be vigilant, offer protection and be resourced to report identified breaches regarding the use of digital technology and social media.

The following eSafety Commissioner guidelines need to be consulted to develop best practice that ensures the online presence of children or youth is not compromised:

- [eSafety Commissioner](#) website
- [eSafety for young people](#)
- [eSafety for kids](#)
- [eSafety for Parents](#)
- [Report online harm](#)

The Club needs to carefully consider the following points:

- identify who is authorised to post or comment on the Club's sanctioned social media platform/s
- specify the circumstances under which the taking of images and recorded content is permitted of children or youth
- restrict the posting of images and recorded content to any site other than the Club's sanctioned social media platform/s
- stipulate which digital technology may be used and by whom
- set expectations governing choices and selection of content that does not denigrate, belittle, provoke, inuendo or be indirectly or directly suggestive
- prescribe the extent to which the use of technology and social media is consistent with the requirements of Section 2.12 - Communication

### **2.12 Communication**

Communication or instruction between any Lions Club member (or volunteer) and a child or youth engaged in Lions activities should be:

- age and gender appropriate;
- limited to the immediate purpose or business of Lions activity at hand and does not cross personal boundaries;
- delivered in a positive, professional, encouraging and respectful manner, appropriate to the situation while being mindful of tone and language at all times;
- open and transparent to others (consistent with expectations of parent/carers and Lions officials);
- compliant with parent/carers written permission where applicable; and
- managed in accordance with requirements of Section 3.5 - Records Management.

### **2.13 Confidentiality and Privacy**

Confidentiality, privacy, records storage, access to documents and release of records or information are bound by legal obligations and duties. Lions Clubs are responsible for managing and restricting access to confidential information and records including:

- information and contact details of members, volunteers or former members
- information, contact details and personal information including health records, etc of children and youth participating in Lions activities

- matters pertaining to any parties or witnesses to an alleged incident
- disclosures pertinent to allegations of harm
- matters pertinent to an incident involving a child or youth or historic allegation
- allegations, witness statements, incident investigation reports
- breaches of the Child and Youth Risk Management Strategy

Within the Club, details of harm allegations, investigations and Child Safe Incident Reports must be restricted to those directly involved in reporting to authorities or conducting investigation as well as Club Child Safe Officer and Club President, and not circulated or disclosed with other Club members. Queensland Police Service, Blue Card Services, and Child and Family Services have regulatory powers to request information or copies of records, conduct interviews and investigations into reported harm or allegation of harm involving a child or youth.

Comply with requirements of Section 3.5 – Records Management.

## **2.14 Transport by Private Vehicle**

Parents or carers are responsible for transporting children or youth to or from approved Lions Club activities.

Occasionally, parents or carers may request Lions Club members to provide transportation to enable attendance. Lions members must understand that a parent's or carer's duty of care is transferrable to responsible adults. The duty of care is transferrable providing the following requirements are undertaken:

### **Parent/Carer Permission**

- a signed, written permission note must be received in advance of any travel arrangement request from a parent or carer
- where parent or carer has not provided a signed, written permission note then the travel arrangement request for transportation is null and void and must not proceed

### **Responsible Adults**

The responsible adults accompanying children or youth in an approved travel arrangement need to ensure:

1. The **vehicle driver** must:
  - hold a valid open driver licence for class of vehicle being operated
  - hold a valid Blue Card
  - be fit to operate the vehicle
  - not be impaired by alcohol or substances (legal or illegal)
  - comply with road rules and operate the vehicle in a safe manner
  - ensure that each occupant is using their seatbelt correctly
2. The **accompanying responsible adult**
3. must:
  - hold a valid Blue Card
  - preferably be of differing gender
  - not be impaired by alcohol or substances (legal or illegal)
4. At least one of two adult occupants must be a Lion
5. Also applies to Adult LEOs travelling with LEOs under 18 years of age

### **Vehicle**

The vehicle in use must be:

- fitted with serviceable seat belts in working order for each occupant
- fitted with approved child seats/boosters where required for children under 8 years of age
- roadworthy and in a serviceable condition
- registered and insured

## **2.15 Accommodation**

Lions Clubs must be aware of child safety implications regardless of whether accommodation involves short term (overnight stay), medium term (e.g., camps) through to longer term hosting or billeting arrangements (e.g., international exchanges). The safest accommodation arrangement is where the

parents or carers accompany their child or youth and arrange the accommodation.

Written consent from parents or carers must be obtained in advance of any accommodation arrangement for any approved Lions activities or events.

Circumstances may differ between activities listed below; the extent of the risk management needed also differs:

- Youth Insearch camps
- Diabetes camp
- Youth of the Year
- LEO of the Year
- Youth Exchange
- Billeting
- Host Family

Please note that provisions as set out Lions Australia Child Safe Policy and the LEO Template Policy may need to be considered regarding:

- Youth Support Officer
- Cohort considerations

## **2.16 Multiple District Youth Programs**

Lions Clubs participating in any Lions Australia Multiple District Youth Program must comply with requirements of:

- Child and Youth Risk Management Strategy,
- Lions Australia Child Safe Policy [refer Section 22 for Youth Exchange, Section 23 for LEO of the Year and Section 24 for Youth of the Year (YOTY)], and
- LEO Policy Template (if applicable).

Records containing names and contact details of participants, judges and host families involved with LEOs, Youth of the Year or Youth Exchange programs must be forwarded annually to the respective youth chairs at Club, District and Multiple District levels in accordance with requirements of Section 20 – Record Keeping.

Where a LEO Club has members under 18 years, a Child Safety Checklist for LEO Clubs is to be completed by the LEO Club Advisor annually or on any occasion where an unusual LEO Activity may be happening. The completed Checklist is then to be provided to Club Child Safe Officer for review and follow up action where required and to Club Secretary for record storage.

## **2.17 Working with External Organisations**

Lions engaged in children or youth related activities sited at and/or under the control of an external organisation are to comply with that organisation's requirements in addition to those detailed in the Strategy.

Where the external organisation is a school, Lions members and volunteers are also required to be informed of and conform with school requirements such as:

1. report to School Administration Office upon arrival:
  - sign in on arrival, present valid Blue Card details, and valid photo identification card where applicable
  - obtain visitor identification pass
  - understand that no activity can be undertaken without school principal permission
  - undertake School induction (including School's Code of Conduct as applicable)
2. comply with School's Code of Conduct and any directions issued by school principal and/or teaching staff while on site
3. stay on task (reason for being at the school), do not deviate
4. sign out prior to leaving site, report to School Administration Office and return issued visitor identification pass

## **2.18 Managing injuries or illnesses**

In the event of any injury or illness occurring to a child or youth engaged in a Lions Activity:

- ensure the area is safe for yourself and others
- render first aid where necessary (refer to [St John Ambulance DRABCD Action Plan](#))

- immediately contact parent or carer
- seek emergency service response as and when required
- provide supervisory support
- complete an [Incident and Work related Illness/ Injury form](#)

## 3. Recruitment Training and Management

### 3.1 Recruitment

Before the Club Board approves a membership application, the Sponsor is required to undertake the following enquiries of the person and include a record of details obtained with the completed [Membership Application form](#):

- **Take reasonable steps to verify person's identity** – sight and record details (e.g., driver licence, photo identification card)
- **Check if person currently holds a valid Blue (or Exemption) Card** - sight Card details and then [check Card validity via Blue Card website](#). Record details provided.
- **Check if person is eligible to apply for a Blue (or Exemption) Card where not currently held** (refer details on pages 3 and 4 of [Volunteer or Student Blue Card Application or Renewal form](#) to clarify eligibility). Record details provided.

**Note:** A Restricted Person does not qualify to be a member of Lions.

The recruitment process of a prospective Lions member is the first opportunity to ascertain a person's suitability to have direct involvement with children and youth participating in Lions Club activities. Holding a Blue Card as a pre-requisite to membership ensures that once inducted a new Lions member is eligible to participate in the Club's children or youth activities as and when called upon.

**Note:** A Lion applying to transfer into the Lions Club is also to be subjected to the enquiries detailed in Section 3.1 prior to Club Board considering their transfer application for approval.

### 3.2 Training and Induction

The Lions Club will provide induction and training for all Lions Club members and volunteers (including other contracted persons) participating in Lions activities involving children and youth. Lions District will provide guidance and support to the nominated Club Child Safe Officer.

#### 3.2.1 Child Safe Induction

##### Lions Club Members

All Lions Club Members prior to participating with Lions Club activities involving children or youth are required to:

- hold a valid Blue Card (or Exemption Card) when required to have any direct involvement with children or youth
- read and become informed of requirements set out in:
  - Club Child & Youth Risk Management Strategy
  - Lions Australia Code of Conduct (refer Section 2.1 Conduct)
- have an awareness of Lions Australia Child Safe Policy, and Lions Australia Leo Policy Template (where relevant)
- comply with requirements of "Conduct When Working With Children" on page 2 of Child Safe Induction Acknowledgement form
- read and sign the Child Safe Induction Acknowledgement form

##### Volunteers

All volunteers and other persons (including contracted persons) prior to participating with Lions Club activities involving children or youth are required to:

- hold a valid Blue Card (or Exemption Card) when required to have any direct involvement with children or youth

- be adequately supervised by Lions Club members
- comply with instructions given by Lions members to ensure the safety and wellbeing of children and youth attending Lions activities
- comply with requirements of “Conduct When Working With Children” on page 2 of Child Safe Induction Acknowledgement form
- read and sign the Child Safe Induction Acknowledgement form

### **3.2.2 Annual Child Safe training**

On an annual basis, all Lions Club members are required to participate in Child Safe refresher training, facilitated by the Club Child Safe Officer, covering:

- Club Child and Youth Risk Management Strategy
- Lions Australia Child Safe Policy
- Lions Australia LEO Policy Template (where applicable)
- Lions Australia Code of Conduct with attention to behavioural standards required towards children and youth

A Club Child Safe training attendance record is required to be completed containing details of all attendees.

### **3.2.3 Training and Induction Record Retention**

The following documents when completed during training sessions or inductions are to be provided to the Club Secretary:

- Child Safe Induction Acknowledgement forms
- Club Child Safe Training attendance records

Ensure compliance with requirements of Section 3.5 – Records Management

## **3.3 Management**

The Club’s Board of Directors oversees the adoption, implementation, review and update of the Strategy.

The Club is legally responsible for formally adopting the Child and Youth Risk Management Strategy and where applicable including detail in Club Policy Minutes.

The Club must address the following requirements when conducting activities involving children or youth:

- formally adopt as a Club activity and document in Club meeting minutes
- ensure attendance record detail each participating Lion, volunteer and other contracted person (register full name, address, contact phone number and blue card details)
- assign Lions Club member/s responsible (e.g., Project Coordinator) to supervise Lions, volunteers and any other contracted persons involved throughout activities to ensure compliance with requirements of the Strategy
- investigate and document incidents, issues or assertions of a child or youth has experienced harm or is at risk of harm must be dealt with in accordance with requirements of Sections 4 and 5 of the Strategy
- ensure only those Lions members, volunteers and any other contracted persons with valid Blue Cards have direct involvement with children and youth at Lions activities
- ensure each volunteer is informed of requirements and adequately supervised by Lions Club members

The Lions Club:

- establishes and appoints the Club Child Safe Officer (record in Club Minutes)
- where Club Child Safe Officer is unavailable, designates another member to carry the responsibility

The appointed Club Child Safe Officer guides and supports members and takes a lead role in implementing the Club’s Strategy as directed by the Club Board. Principal activities include (but not limited to):

- undertaking review of the Strategy:

- annually or as required following-up on disclosure or suspicion of harm
- as identified in Lions Australia Child Safe Policy or Blue Card system updates
- coordinating annual refresher training of Club members
- managing Club Blue Card register
- responding to request for assistance from cardholders and applicants (refer Section 7 – Compliance with Blue Card System)
- submitting regular reports to Club Board on:
  - validity of Blue Cards holders
  - follow-up action regarding members without valid cards
  - measures to ensure Club activities comply with the Strategy
  - improvements and opportunities to raise awareness and understanding
- actioning disclosures or suspicion of harm including historic allegations (refer Section 4 – Handling Disclosure and Suspicions of Harm)
- applying Section 5 where a breach in the Strategy has been identified
- ensuring compliance with Section 3.5 – Records Management

### 3.4 Restriction, Suspension or Termination

Any person who is the subject of a reported allegation involving harm, suspicion of harm or failure in duty of care towards a child or youth must be restricted by the Lions Club Board from having any involvement in Lions Club child or youth activities pending completion of investigation as detailed in Section 5.3 – Investigating Breaches.

Based on subsequent investigation findings, or when recommended by Lions District or Lions Australia, it may be necessary under certain circumstances for the Lions Club Board to act to permanently exclude that person from the Lions Club which in the case of a Lions Club member would involve termination of their Lions Club membership.

Where a person has been identified as a Disqualified Person, Negative Notice holder or Restricted Person, admits to, is convicted of, or is otherwise found to have committed a criminal offence against a child or youth, the Lions Club Board must:

- permanently exclude that person from the Lions Club activities; and
- terminate their Lions Club membership where the person is a Lion.

### 3.5 Records Management

Copies of Child Safe Incident Reports involving sexual abuse incidents or allegations (including allegation of historical sexual abuse) and all associated records are required to be forwarded to Lions Australia and archived for a period of 45 years.

All other records created or received relating to Club activities involving children or youth are to be forwarded to the Club Secretary for securely stored and retained in accordance with [Fair Trading Retention and Disposal Schedule](#).

Typical records relating to Club children or youth activities include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Meeting minutes recording approval to conduct Club activity involving children or youth.</li> <li>• Project attendance records</li> <li>• Club Child Safe training attendance records</li> <li>• Club Blue Card Register</li> <li>• Child Safe Induction records</li> <li>• Risk Management Plans for High Risk Activities or Special Events</li> <li>• Child Safe Incident Reports</li> <li>• Details/copies of all communications between Lions Club and child/youth</li> <li>• Alpha Application for LEO Club Membership records</li> <li>• LEO Club Child Safe Assessments</li> </ul> | <ul style="list-style-type: none"> <li>• Written permissions obtained from parent/carer covering:           <ul style="list-style-type: none"> <li>➤ providing transport or accommodation</li> <li>➤ obtaining or posting videos, images, articles or personal details to Lions approved social media sites or publications</li> </ul> </li> <li>• Youth host family:           <ul style="list-style-type: none"> <li>➤ Identity, Blue Card and contact details of each adult identified as residing at host family's residence</li> <li>➤ written references of host family suitability</li> </ul> </li> <li>• Youth Exchange Host Family Application records</li> </ul> |
|--|--|



Storage and access to confidential information and records must comply with the following criteria:

- Securely store electronic files and documents with restricted access to authorised Club members
- Safeguard against unauthorised access
- Confirm identify of parties requesting access to information and log details
- Refer to Lions Australia Executive Officer for guidance and advice specific to all requests for or access to the release of information

## 4. Handle Disclosures or Suspicions of Harm

### 4.1 Abuse and Harm

**ABUSE** is any action or inaction of a perpetrator that causes injury, death, emotional harm or risk of harm to a child or youth. Forms of abuse – physical abuse, sexual abuse or exploitation, emotional abuse and neglect.

**HARM** is any detrimental effect of a significant nature on the child or youth's physical, psychological or emotional wellbeing caused by a single or series of acts, omissions or circumstances involving physical, psychological, or emotional abuse or neglect or sexual abuse or exploitation. Harm does not have to have occurred and applies to situations when there is the potential of harm to occur.

The following details outline the different types of abuse and resulting harm specified in the Blue Card Services [Child & Youth Risk Management Strategy Toolkit](#).

<b>TYPES OF ABUSE</b> (actions/behaviours by perpetrator towards child or youth)			
<b>Physical Abuse</b>	<b>Psychological or Emotional Abuse</b>	<b>Neglect</b>	<b>Sexual Abuse or Exploitation</b>
<ul style="list-style-type: none"> <li>• Hitting</li> <li>• Shaking/throwing</li> <li>• Burning/scalding</li> <li>• Biting</li> <li>• Causing bruise or fractures by excessive discipline</li> <li>• Poisoning</li> <li>• Giving alcohol, illegal drugs or inappropriate medication</li> <li>• Exposure to domestic and family violence</li> </ul>	<ul style="list-style-type: none"> <li>• Scapegoating</li> <li>• Persistent rejection or hostility, constant yelling, insults or criticism</li> <li>• Cultural affronts</li> <li>• Teasing/bullying/cyberbullying</li> <li>• Exposure to domestic and family violence</li> </ul>	<ul style="list-style-type: none"> <li>• Not giving sufficient food, housing, clothing, enough sleep, hygienic living conditions, health care and adequate supervision</li> <li>• Leaving unattended</li> <li>• Children missing school</li> </ul>	<ul style="list-style-type: none"> <li>• Kissing, holding or touching in sexual manner</li> <li>• Exposing sexual body part</li> <li>• Talking in sexually explicit way that is not age or developmentally appropriate</li> <li>• Exposing to sexual acts or pornography</li> <li>• Making obscene phone calls or remarks to child or youth</li> <li>• Sexual relations with person under 16 years</li> </ul>

<b>RESULTING HARM</b> (impact experienced by child or youth)		
<b>Physical</b> (to the body)	<b>Psychological</b> (mind and cognitive processes)	<b>Emotional</b> (ability to express emotions)
<ul style="list-style-type: none"> <li>• Bruising</li> <li>• Fractures</li> <li>• Internal injuries</li> <li>• Burns</li> </ul>	<ul style="list-style-type: none"> <li>• Learning and developmental delays</li> <li>• Impaired self-image</li> </ul>	<ul style="list-style-type: none"> <li>• Depression</li> <li>• Hypervigilance</li> <li>• Poor self esteem</li> <li>• Self-harm</li> <li>• Fear/anxiety</li> </ul>

It is also important to note that harm can be caused by a single act or omission or a series of acts or omissions.

Harm does not have to have occurred and applies to situations when there is the potential of harm to occur.

### 4.2 Responding to Disclosures or Suspicions of Harm

The responsibility to act on an allegation or suspicion of harm occurs when:

- a child or youth informs you that they have been harmed
- any person (e.g., another child or youth, Lions member, volunteer, parent/carer, etc.) informs you that harm has occurred or is likely to occur
- you have concerns based on significant changes in behaviour of a child or youth, or the presence of new unexplained and suspicious injuries
- you witness harm taking place

The following actions detailed below should be taken without delay:

Actions required without delay	Responsibility																					
<p><b>1. Listen and protect</b></p> <p>Listen carefully, make no judgments, reassure person they have done the right thing in reporting the allegation.</p> <p>Ensure immediate safety of child/youth by taking any action necessary to remove him or her from potential harm.</p>	<p>Lions member initially notified of allegation (assisted by Club Child Safe Officer or Project Coordinator where necessary)</p>																					
<p><b>2. Get the facts, don't interrogate</b></p> <p>Use questions that establish facts: who, what, when, where, and how of the situation.</p> <ul style="list-style-type: none"> <li>• Avoid asking "why" (as motives are not relevant).</li> <li>• Limit number of questions to establish nature of the allegation and associated facts and take care to avoid further trauma by over questioning.</li> </ul> <p>In fulfilling your responsibility in steps 3 and 4 below, ask questions as outlined above.</p> <p>Explain that by notifying those in authority about the allegation that we are working with them to help stop further harm.</p> <p>Maintain privacy, avoid attributing blame and third party disclosures.</p>																						
<p><b>3. Document don't investigate</b></p> <p>Use the <b>Child Safe Incident Report</b> to document details including conversations as comprehensively as possible in the first instance.</p> <p>Ensure the privacy and confidentiality of all elements of the documented allegation.</p> <p><b>Note:</b> Make no attempt to investigate or mediate.</p>																						
<p><b>4. Notify authorised officers</b></p> <p>Criteria for determining authorities to report to:</p> <ul style="list-style-type: none"> <li>• Dial <b>000</b> (triple zero) to call <b>Police</b> where child/youth is in immediate danger or life-threatening situation.</li> <li>• Dial <b>131 444</b> to call <b>Police link</b> where child/youth is <b>NOT</b> in immediate danger or life-threatening situation but has been or is likely to become a victim of a criminal offence.</li> <li>• <b>Child Safety Services</b> - where you have a reason to suspect a child or youth in Queensland is experiencing harm or is at risk of harm. Refer next page for applicable locality contact number.</li> <li>• Department of Children, Youth Justice and Multicultural Affairs – online using <a href="#">Report of suspected child in need of protection form</a>.</li> <li>• School Principal for instances involving school-based activities or projects.</li> </ul>	<p>Club Child Safe Officer or Club President</p>																					
<table border="1"> <thead> <tr> <th data-bbox="196 1597 836 1630">Child Safety Services contacts</th> <th data-bbox="836 1597 1106 1630">Phone No.</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="196 1630 1106 1664"><b>During business hours</b> (9am to 5pm Mon to Fri excluding Public Holidays)</td> </tr> <tr> <td data-bbox="196 1664 836 1697">Brisbane</td> <td data-bbox="836 1664 1106 1697">1300 682 254</td> </tr> <tr> <td data-bbox="196 1697 836 1731">Central Queensland</td> <td data-bbox="836 1697 1106 1731">1300 703 762</td> </tr> <tr> <td data-bbox="196 1731 836 1765">Far North Queensland</td> <td data-bbox="836 1731 1106 1765">1300 684 062</td> </tr> <tr> <td data-bbox="196 1765 836 1798">North Coast</td> <td data-bbox="836 1765 1106 1798">1300 703 921</td> </tr> <tr> <td data-bbox="196 1798 836 1832">North Queensland</td> <td data-bbox="836 1798 1106 1832">1300 706 147</td> </tr> <tr> <td data-bbox="196 1832 836 1865">South East</td> <td data-bbox="836 1832 1106 1865">1300 679 849</td> </tr> <tr> <td data-bbox="196 1865 836 1899">South West (Darling Downs) Toowoomba</td> <td data-bbox="836 1865 1106 1899">1300 683 390</td> </tr> <tr> <td data-bbox="196 1899 836 1933">South West (West Moreton) Ipswich</td> <td data-bbox="836 1899 1106 1933">1800 316 855</td> </tr> <tr> <td data-bbox="196 1933 836 1966"><b>After Hours</b> (all above Queensland localities only)</td> <td data-bbox="836 1933 1106 1966">1800 177 135</td> </tr> </tbody> </table>		Child Safety Services contacts	Phone No.	<b>During business hours</b> (9am to 5pm Mon to Fri excluding Public Holidays)		Brisbane	1300 682 254	Central Queensland	1300 703 762	Far North Queensland	1300 684 062	North Coast	1300 703 921	North Queensland	1300 706 147	South East	1300 679 849	South West (Darling Downs) Toowoomba	1300 683 390	South West (West Moreton) Ipswich	1800 316 855	<b>After Hours</b> (all above Queensland localities only)
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Actions required without delay	Responsibility
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Reports made to Police need not be followed up with Child Safety Services.</li> <li>• Seek guidance and advice from Police or Child Safety Services with respect to: <ul style="list-style-type: none"> <li>➤ who ought to tell the child or youth parent/carer about disclosure</li> <li>➤ actions taken and who provides ongoing help and support.</li> </ul> </li> <li>• Police (and School Principal for school-based activities) have a duty to report allegation to parent/carer involved (not a requirement of Lions).</li> </ul>	
<p><b>5. Contact District Child Safe Officer and Multiple District Child Safe Officer</b> without delay to notify of harm allegations or disclosure details and proposed action to be taken.</p>	Club Child Safe Officer or Club President
<p><b>6. Any person who is subject to an allegation of harm must be excluded</b> from any further involvement with Lions children or youth projects, functions or activities pending further investigation.</p>	Club President on behalf of Club Board
<p><b>7. Forward copy of completed Child Safe Incident Report</b> to District Child Safe Officer and Multiple District Child Safe Officer.</p>	
<p><b>8. File completed Child Safe Incident Report</b> in Club records and manage in accordance with requirements of Section 3.5 – Records Management.</p>	Club Child Safe Officer
<p><b>9. Seek advice and take further actions as required</b> Liaise with District Child Safe Officer and Multiple District Child Safe Officer to provide feedback on actions taken and seek advice and guidance on any further actions to be implemented by the Club.</p>	
<p><b>10. Independent counselling assistance</b> Provide information to access counselling assistance to any child or youth and their families where an allegation of harm has been made. Refer <a href="#">Support for victims of crime</a> Queensland Government website.</p>	Club President
<p><b>11. Debriefing and Support for Reporting Officer</b> Given the sensitive nature of matters involved with reporting harm, Clubs ensure that Club Child Safe Officer, and/or other responsible Club Officer involved, are adequately debriefed and informed of publicly available support services.</p>	Club President/Club Board

### 4.3 Requirement to report sexual offending and protect from sexual offender

Under the Criminal Code, there is a **mandatory** requirement:

- To report sexual offending against a child (under 16 years) by an adult to Police (refer Criminal Code Act 1899 Section 229BC). This means; if an adult reasonably believes (or should reasonably believe) that a child or youth is being or has been the victim of sexual abuse by another adult, they must report it to the police. The requirement applies:
  - to any adult associated with this Club (i.e., members, family, volunteers, other persons)
  - if a parent or carer discloses suspected sexual offences against a child or youth and they have not reported it to Police and are unwilling to do so, you **MUST** contact Police and report it.

(refer [Laws targeting sexual offences against children factsheet](#))
- For any Lions member or volunteer to protect a child (under 16 years) where is a significant risk of a sexual offence being committed by another adult when the child is under the care, supervision or control of Lions (refer Criminal Code Act 1899 Section 229BB).

### 4.4 Handling Historic Harm Allegation

Where a historic allegation of harm relating to a child or youth is raised with the Lions Club, record details on Child Safe Incident Report and comply with requirements set out in Lions Australia Child Safe Policy Section 23 - Historic Abuse Complaint Handling.

## 5. Manage Strategy Breaches

A Breach is any action or inaction by any person that fails to comply with any part of the Child and Youth Risk Management Strategy and includes failure:

- in duty of care
- to comply with Child Safe Conduct
- to report disclosure of harm
- to report sexual offending against a child
- to protect a child where is a significant risk of a sexual offence being committed by another adult when the child is under the care, supervision or control of Lions
- to comply with Blue Card requirements

The management of breaches applies to:

- Lions Club members (including Club Board members)
- Volunteers (including Lions family members)
- Child/youth and their parent/carer
- Any person engaged or contracted, either for remuneration or not

In instances where disclosures or suspicions of harm come to light, these must be reported in accordance with requirements of Section 4 – Handling Disclosure or Suspicion.

The process to manage breaches includes the following four steps:

### Step 1 - Document

Any breach of Strategy must be verbally reported to Club Child Safe Officer and President without delay and subsequently documented (Strategy Breach Report).

The Strategy extends the right to record a breach. At all times, details must be taken in good faith and in strict confidence. Be wary of any of unfounded accusations or assertions against a person without reasonable grounds.

### Step 2 – Investigate

Key steps involved in conducting a typical Breach investigation include:

1. Determine suitable member/s to undertake the investigation.
2. Identify all persons involved including witnesses for interview where required.
3. Conduct and document interviews to obtain specific details regarding the breach.
4. Review and analyse pertinent details.
5. Record details of investigation on Strategy Breach Report form.

### Step 3 – Action

The nature and consequence of breaches vary. In dealing with outcomes intended to prevent a recurrence of a breach consider but do not limit yourself to the following options:

- Confirm with person involved to remedy the failure to comply with relevant Strategy requirements (e.g., specific subsection within Section 2 – Child Safe Conduct).
- Provide closer supervision or mentoring of person involved.
- Conduct training or retraining of person involved.
- Move to censure or exclude person from future involvement in Lions child or youth activities.
- Consult Section 3.4 - Restriction, Suspension or Termination of Lions membership where seriousness of the breach applies.
- Review and update Child and Youth Risk Management Strategy where improvement opportunities have been identified and communicate documented changes to the Club.

### Step 4- File

Upon completion, the Strategy Breach Report form and other documents need to be filed in accordance with requirements of Section 3.5 – Records Management.

## 6. Manage Risks

Risk Management Plans are a crucial component when preparing Lions activities. Plans include controls aimed at reducing or eliminating the likelihood and/or consequences of the risk of harm.

### 6.1 High-risk activity or special event

High-risk activities or special events are typically those which exceed the scope of control measures documented within Section 2 – Child Safe Conduct of the Child and Youth Risk Management Strategy. Some examples of such activities or events include but are not limited to:

- Large community event (promoted on social media) hosted by a Lions Club involving other service providers.
- Christmas community event hosted by Lions Club, complete with photo opportunities with Santa.
- Adventure weekend camp hosted and run by a Lions Club, with transport provided to and from the venue for those child or youth attendees who are unable to arrange their own transport.
- Lions convention involving participation of children or youth.
- LEO conference with mixed age groups.

The Risk Management Plan for High Risk Activity or Special Event details key aspects of high-risk activities or special events needed to identify risks and controls to minimise or eliminate the potential for harm.

### 6.2 Develop the Risk Management Plan for High Risk Activity or Special Event

The Project Coordinator in conjunction with the Club Child Safe Officer must:

- complete the [Risk Management Plan for High Risk Activity or Special Event form](#) (refer Appendix for guidance)
- communicate requirements of the completed Risk Management Plan to all relevant parties
- monitor and review Plan as needed throughout High Risk Activity or Special Event
- ensure completed Risk Management Plan is filed in Club records in accordance with requirements of Section 3.5 – Records Management.

### 6.3 For managing risks involving other activities

Complete a Child Safe Risk Assessment Checklist to confirm that all required control measures are in place. Identify and document any additional or alternative controls required.

## 7. Blue Card Compliance

### 7.1 Blue Card (or Exemption Card)

#### 7.1.1 Minimum Card requirements

The Lions Club requires a valid Blue Card or Exemption Card to be held by at least all adults who:

- have direct involvement with children or youth at Club activities (i.e., Lions members, volunteers and other contracted persons), or
- hold a Club child or youth related position or a decision-making role within the Club management including Club Board.

The above mentioned requirements extend to adults working outside their profession including but not limited to:

- Health Practitioner registered with Australian Health Practitioners Regulation Agency (AHPRA) [Blue Card required]
- legal professional – Lawyer, Solicitor, Barrister, etc; judicial officer - Magistrate, Judge, etc [Blue Card required]
- Queensland registered Teacher; Queensland Police Officer [Exemption Card required]

There is no requirement for a Lions member or adult volunteer to hold a Blue Card or Exemption Card where that person has:

- no direct involvement with children or youth at Lions activities, and

- no child or youth related position or decision-making role of Club Board

Examples of no direct involvement with children or youth at Lions activities including but are not limited to:

- serving a child or youth across the counter (e.g. at Lions sausage sizzle, food van)
- attending Youth of the Year function solely as audience member

Refer [Guide to Compliance with Blue Card System](#) section 1 for details.

### 7.1.2 Club adopted Policy Minute

Where a Lions Club has adopted a Policy Minute mandating that all Club members are to hold and maintain a valid Blue Card (or Exemption Card) as a condition of membership, Section 7.1.1 - Minimum Card requirements do not apply. In this instance, Club Policy would mandate that:

- candidates for membership are required to duly hold a valid Blue Card.
- club members are also required to hold and maintain a valid Blue Card. Failure to maintain a Blue Card constitutes a breach of Club Policy.

### 7.2 No Card, No Start Requirement

A Lions Club member, volunteer or other contracted person is not permitted to have any direct involvement with children or youth at Club activities (i.e., No Card, No Start) where that person:

- does not hold a valid Blue Card or Exemption Card (an expired Card is no longer valid)
- chooses not to or refuses to apply for or hold a Blue Card or Exemption Card
- has a suspended or cancelled Blue Card or Exemption Card; is a Disqualified Person, Restricted Person, Negative Notice holder or has a change in Police Information

The following resources provide understanding of No Card, No Start requirements of Blue Card System:

**Refer.**

- [Restricted person and restricted employment for individuals](#) fact sheet
- [Restricted person and restricted person employment explained for organisations](#) fact sheet
- [Blue card rights and obligations for individuals](#) fact sheet
- [Blue card obligations for organisations](#) fact sheet

### 7.3 Lions Australia standard higher than Frequency Test

Lions Australia Child Safe Policy sets a higher standard regarding Blue Card requirements than that of Blue Card Services' Frequency Test. Therefore, Lions members, volunteers or other contracted persons having direct involvement with children or youth participating in Lions activities are required to hold valid Blue Cards or Exemption Cards even if the involvement is for not more than 7 days per calendar year.

Refer [Guide to Compliance with Blue Card System](#) section 2 for background details.

### 7.4 Club Authorised Representative

The Club Child Safe Officer is the Lions' Club authorised representative to:

- receive Blue Card Services correspondence or notifications regarding Blue/Exemption Cards linked to Club
- call Blue Card Services on behalf of Club

Refer [Guide to Compliance with Blue Card System](#) Section 4 Table C for notifying Blue Card Services of Lions Club's authorised representative appointment or changes.

The Club Child Safe Officer administers the Lions Club Organisation Portal account to:

- view Card status and Card holder details online
- link or delink Cards to Club online in real time
- receive correspondence or notifications regarding Blue/Exemption Cards linked to Club

Refer Guide to Compliance with Blue Card System Section 6 for Organisation Portal account administrator registration or changes.

## 7.5 Card Application/Renewal/Link/Delink

### Card Application or Renewal

Application for or to renew Blue Card or Exemption Card can be completed:

- online via Blue Card Applicant/Cardholder portal or
- using applicable paper form either scanned and uploaded to Blue Card Services website or sent to Blue Card Services via post
  - [Volunteer or Student Blue Card Application or Renewal form](#)
  - [Exemption Card Application form](#) (use restricted to Queensland registered Teachers or Queensland Police Officers)

Refer [Blue Card Services website for guidance](#).

Applicant is to carefully read and understand each point listed for Declaration statement which they are required to declare as being true and correct.

Applicant will require a Customer Reference Number (CRN) (e.g., driver licence number) and a current ID photo (e.g., licence photo) taken by Transport and Main Roads (TMR) within past 6 years and 9 months.

It is an offence under the Act for Applicant or Cardholder to:

- complete and submit Blue Card or Exemption Card application or renewal if a Disqualified Person, Restricted Person, holding a Negative Notice or where change in Police Information results in the person being ineligible to hold Blue Card or Exemption Card.
- provide false or misleading information with Blue Card or Exemption Card application or renewal
- fail to immediately [notify Blue Card Services of change to their Police Information](#)

It is an offence under the Act for a Lions Club to permit a person to start or continue to work with children or youth at any Lions activities where the Lions Club knows (or should reasonably know) that this person is a Restricted Person, Disqualified Person or Negative Notice holder.

### Refer.

- [Restricted person and restricted employment for individuals](#) fact sheet
- [what a Working with Children Check involves compared to a Police Check](#) fact sheet

### Link/Delink Card

All Blue Cards and Exemption Cards held by Lions Club members, volunteers and other associated persons are required to be linked to the Club. When linking these Cards, the Club Child Safe Officer is to:

- take reasonable steps to positively confirm identity of Applicant/Cardholder (sight driver licence or TMR issued Photo Identification Card);
- [check if existing Blue Card or Exemption Card is valid](#); and
- carefully read and understand each point listed for Organisation Declaration statement which they are required to declare as being true and correct.

Where a Lions member, volunteer or other person holding a Blue Card is no longer associated with the Lions Club, the Child Safe Officer is required to delink Cardholder from the Club.

Refer [Guide to Compliance with Blue Card System](#) section 3 for form details.

## 7.6 Notify Blue Card Services of Changes

Card Applicant to notify Blue Card Services (online or via form) of any change to their personal details or employment circumstances (**within 7 days**).

Card Holder to notify Blue Card Services (online or via form) of:

- change to Cardholder's postal or residential address or contact details (**within 14 days**)
- change of Cardholder's name (**within 14 days**)
- change to Cardholder's Police Information occurs (**immediate notification required**)
- Cardholder becomes aware of Blue Card or Exemption Card lost or stolen (**within 14 days**)
- Cardholder ceases to be associated with Lions Club (**within 14 days**)

Club Child Safe Officer to notify Blue Card Services (online or via form) of:

- change to Club postal address, authorised contact person/s or contact details (**within 14 days**)
- Cardholder/Applicant ceases to be associated with Lions Club (**within 14 days**)

**Note:** Ensure required notifications are promptly submitted to Blue Card Services within stated timeframes. Failure to comply is an offence under the Act and penalties apply (refer Section 7.7 Offence and Penalties).

Refer [Guide to Compliance with Blue Card System](#) section 4 for form details.

### 7.7 Restricted Persons

The Lions Club must exclude any Lions member, volunteer or other person, known to be a Restricted Person from attendance at, or having involvement with, Lions activities involving children or youth.

**Refer..**

- [Restricted person and restricted employment explained for organisations](#) fact sheet
- [Who is a Restricted Person?](#) poster

### 7.8 Offence and Penalties

Be aware that significant penalties apply for a range of offences under the Act relating to noncompliance with Blue Card System requirements.

**Refer..**

- [Offences and penalties for individuals under Blue Card System relating](#) to individual Lions members, volunteers, etc.
- [Offences and penalties for organisations under Blue Card System relating](#) to Lions Club.
- [Laws targeting sexual offences against children](#) fact sheet

### 7.9 Blue Card Register

The Club Child Safe Officer is responsible for maintaining Lions Club Blue Card Register containing records for EVERY Lions Club member, volunteer, other contracted person (including those who do not hold a Blue Card or Exemption Card) including Lions Club Branches, Lions Auxiliaries and sponsored Omega LEO Clubs.

Refer [Guide to Compliance with Blue Card System](#) section 5 for additional details.

### 7.10 Organisation Portal

The Lions Club Child Safe Officer utilises the Blue Card Services Organisation Portal to:

- view records of Blue Cards (or Exemption Cards) linked to Club
- link Cards to, or delink from, Club in real time

Refer [Guide to Compliance with Blue Card System](#) section 6 for additional details.

### 7.11 Applicant/Cardholder Portal

Applicant or Cardholder can utilise Blue Card Services Applicant/Cardholder Portal to:

- apply for or renew Blue Card (or Exemption Card where eligible)
- advise Blue Card Services of changes to personal details
- request replacement Blue Card (or Exemption Card)
- apply to cancel Card



- apply to transition from volunteer to paid employment Card

Refer [Guide to Compliance with Blue Card](#) System section 7 for additional details.

## 7.12 Subscribe to Blue Card Services newsletters

To receive future Blue Card News newsletter updates via email [click this link](#).

To access past editions of Blue Card News and Blue Card Yarns [click this link](#).

## 8. Communication and Support

### 8.1 Communication

The Child and Youth Risk Management Strategy must be accessible (in electronic and/or hard copy) to Lions members and parents/carers of children and youth involved in Lions activities.

Lions member understanding of the requirements needs to be included in member induction, club regular information sessions.

Club representatives (including Child Safe Officer) are required to [subscribe to the Blue Card Services newsletter](#) to keep up-to-date with system and/or related legislative changes.

Children and youth involved in Lions Club activities are to be informed of strategies in place to keep them safe and who to report to if they feel unsafe.

### 8.2 Support

Respondents to any disclosures of harm, suspicions or concerns regarding breaches, complaints or grievances are entitled to support for their wellbeing.

#### 8.2.1 Internal support

First lines of internal support comprise the Club President and Club Child Safe Officer regarding implementation of the Strategy is concerned. In all instances matters will be handled sensitively and in confidence.

District Officers may be sought out to assist with guidance and support.

#### 8.2.2 External support

Key service providers identified below offer support and advice. Alternatively, the Queensland Government website [find a support service](#) guides users in locating suitable providers.

Provider	Phone and Website details
Victims Assist Queensland	1300 546 587 or <a href="https://www.qld.gov.au/law/crime-and-police/victim-assist-queensland">https://www.qld.gov.au/law/crime-and-police/victim-assist-queensland</a>
Kids Helpline	1800 55 1800 or <a href="https://kidshelpline.com.au">https://kidshelpline.com.au</a>
Aboriginal and Torres Strait Islander Family Wellbeing Services	<a href="https://www.familywellbeingqld.org.au">https://www.familywellbeingqld.org.au</a>
Sexual Assault Helpline (provided by DV Connect)	1800 010 120 or <a href="https://www.dvconnect.org/sexual-assault-helpline">https://www.dvconnect.org/sexual-assault-helpline</a>
1800RESPECT	1800 737 732 or <a href="https://www.respect.gov.au/services">https://www.respect.gov.au/services</a>
eSafety Commissioner	<a href="https://www.esafety.gov.au/report">https://www.esafety.gov.au/report</a>
Lifeline	13 11 14 or <a href="https://www.lifeline.org.au">https://www.lifeline.org.au</a>
Beyond Blue	1300 224 636 or <a href="https://www.beyondblue.org.au">https://www.beyondblue.org.au</a>
Headspace	1800 650 890 or <a href="https://headspace.org.au">https://headspace.org.au</a>
Legal Aid Queensland	1300 651 188 or <a href="https://www.legalaid.qld.gov.au/Home">https://www.legalaid.qld.gov.au/Home</a>

[Family and Child Connect](#) provides useful resources such as posters, videos and booklets and additional resources around physical and emotional abuse which can be used with children and youth.

### 8.3 Complaints Handling

Complaints differ from incidents, disclosures or suspicions of harm involving children or youth.

In the first instance, complaints raised against Lions activities, or its members must be communicated in writing with the Lions Club or in person to any Lion who will then forward to the Club President.

Where a complaint is beyond the Club's responsibility to resolve, it may be referred on to Lions

Australia in one of the following ways:

- In writing and lodged with Lions Australia via:
  - email <https://lionsclubs.org.au/keep-in-touch/feedback/> or
  - mail addressed to:
    - Multiple District 201 of Lions Clubs International
    - Lions Australia
    - Locked Bag 2000
    - Newcastle NSW 2300
- phone - Lions Australia Office (02) 4940 8033

All Complaints are actioned in accordance with the [Lions Australia Complaint Handling Procedure](#).

### **8.4 Club Child & Youth Risk Management Strategy Annual Review**

The Lions Club President and Club Child Safe Officer will conduct an annual review of Club Child & Youth Risk Management Strategy and associated documents and record as actioned as part of Lions Club Board meeting minutes.

## **9. Glossary**

### **Abuse**

Any action or inaction of a perpetrator that causes injury, death, emotional harm or risk of harm to a child or youth. Forms of abuse – physical abuse, sexual abuse or exploitation, emotional abuse and neglect.

### **Allegation**

An assertion made by someone which is not yet proven in court.

### **Breach**

A Breach is any action or inaction by any person that fails to comply with any part of the Strategy and includes failure:

- in duty of care
- to comply with Child Safe Conduct
- to report disclosure of harm
- to report sexual offending against a child
- to protect a child where is a significant risk of a sexual offence being committed by another adult when the child is under the care, supervision or control of Lions
- to comply with Blue Card requirements

### **Children and Youth**

Persons who are under the age of 18 years.

### **Disqualified Person**

A person who is:

- convicted of a disqualifying offence which includes having sex with a child (regardless of type of relationship, e.g., teenage boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography offences, murder and other serious sexual or violent offences against an adult or child (regardless of penalty and of when and where it occurred);
- the subject of:
  - reporting obligations or an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a Blue Card (or Exemption Card); or
  - a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003; or
- is the respondent to an application for an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004.

### **Failure in Duty of Care**

As a matter of best practice and in the spirit of protecting vulnerable children and youth, failure in duty of care occurs when any person involved in a Lions Activity:

- knows that harm to a child or youth has taken place but does not report the incident to relevant authorities
- fails to prevent harm occurring to a child or youth when the outcome is anticipated

- does not adhere to requirements of the Strategy

### Grooming

When a child or youth is psychologically manipulated by an adult to form a trust which is highly detrimental to them but allows the adult to advance their chance to sexually exploit the child or youth. Often children and youth do not know they are being groomed. This is commonly done either by face to face, texting or via social media.

### Harm

Any detrimental effect of a significant nature on the child's or youth's physical, psychological or emotional wellbeing caused by a single or series of acts, omissions or circumstances involving physical, psychological, or emotional abuse or neglect or sexual abuse or exploitation. Harm does not have to have occurred and applies to situations when there is the potential of harm to occur.

(based on definition from Child and Youth Risk Management Strategy Toolkit, Section 4 - Handling disclosures or suspicions of harm)

### Negative Notice

Is a written notice issued by Blue Card Services to a person stating that:

- their application for a Blue Card (or Exemption Card) is refused;
- their Blue Card (or Exemption Card) has been cancelled due to a change in police information; or
- the person issued with a Negative Notice is referred to as a Negative Notice holder.

### Organisation

Under the Act, each Lions Club is recognised as an autonomous organisation.

### Police Information

A change in police information includes:

- any charge or conviction for an offence (conviction means a finding of guilt by a court, or acceptance of plea of guilty by court, whether or not conviction is recorded and regardless of when and where it occurred);
- existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where person is subject of an application for disqualification order (which is an order that prohibits a person from holding or applying for a Blue Card/Exemption Card);
- where the person is the respondent to an application for an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act; or a disqualification order; or a sexual offender order.

### Restricted Person

A person who:

- has been issued with a Negative Notice; or
- has a suspended Blue Card (or Exemption Card); or
- is a Disqualified Person; or
- has been charged with a disqualifying offence which has not been finalised
- is not the subject of an adverse interstate Working with Children check <sup>[1]</sup>.

<sup>[1]</sup> to seek further information or clarification about this term:

- refer to Restricted Person fact sheet or Blue Card Services website
- or call Blue Card Services on ph. 1800 113 611

### Unacceptable behaviour

Unwanted, unwelcome or unwarranted action or remarks intended to harm, demean, offend, discriminate, deride or **undermine**. Unacceptable behaviour can be complicated by aggression. Any detrimental effect of a significant nature on the child's or youth's physical, psychological or emotional wellbeing caused by a single or series of acts, omissions or circumstances involving physical, psychological, or emotional abuse or neglect or sexual abuse or exploitation. Harm does not have to have occurred and applies to situations when there is the potential of harm to occur.

## Training

refers to:

- reading and becoming familiar with the Child and Youth Risk Management Strategy, and
- discussing the Child and Youth Risk Management Strategy and its requirements with Lions at a Club meeting. Minutes of the meeting should document names of attendees.

(based on Lions Australia Child Safe Policy, revision 4.0 March 2022, page 3)

## Volunteer

Any person, who is not a Lions Club member, assisting at a Lions activity involving children or youth and also includes any attending family members of a Lion.

## 10. References

This section contains links to the more common resources which need to be readily accessible when outworking the requirements of this Child and Youth Risk Management Strategy including relevant Queensland Acts and Regulations along with documents, forms, guides, fact sheets, video clips etc from Blue Card Services, eSafety Commissioner, Lions Australia and your Lions District.

### Queensland legislation [website](#)

- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2020
- Child Protection Act 1999
- Criminal Code Act 1899
- Civil Liability Act 2003 (section 33D Duty to prevent child abuse)

### Blue Card Services [website](#)

- [Child and Youth Risk Management Strategy Toolkit](#)
- [Child and Youth Risk Management Strategy self-assessment checklist](#)
- [access to all Blue Card forms](#)
- [Information for parents and carers](#) fact sheet
- [what a Working with Children Check involves compared to a Police Check](#) fact sheet
- [subscribe to Blue Card Services newsletter](#)
- [access past editions of Blue Card News and Blue Card Yarns](#)

### Applicant/Cardholder

- [Blue card rights and obligations for individuals](#)
- [Offences and penalties for individuals under Blue Card System](#)
- [Apply for a blue card or exemption card](#) guide
- [Volunteer or Student Blue Card Application or Renewal](#) form
- [when Registered Health Practitioner requires a Blue Card](#) fact sheet
- [Queensland registered Teachers](#) fact sheet
- [Exemption Card Application](#) form
- [Processing timeframes for Blue Card/Exemption application or renewal](#) video
- [importance of renewing your Card on time](#) video
- [Update Contact Details](#) guide for online and offline
- [Update Contact Details](#) form
- [Replacement Card](#) form for lost, stolen, damaged Blue Card or Exemption Card
- [Change of Name](#) form
- [No Longer with Organisation](#) form for Applicant/Cardholder
- [Request to cancel Card](#) form

- [Restricted person and restricted employment for individuals](#) fact sheet
- [Change in Police Information Notification](#) form

### **Applicant/Cardholder Portal**

- [things you need to know before applying for a Blue Card online](#)
- [how to register for online account to access Applicant/Cardholder Portal](#)
- [site registration for Applicant/Cardholder Portal](#)
- [Applicant/Cardholder Portal](#)
- [how to apply for volunteer Blue card using Applicant/Cardholder Portal](#)
- [Supporting Applicant/Cardholder to apply online](#)

### **Organisation (Lions Club)**

- [Blue card obligations for organisations](#)
- [Offences and penalties for organisations under Blue Card System](#)
- [Check if blue card or exemption card is valid](#)
- [Update Organisation Details](#) form
- [Link Cardholder to your Organisation](#) form
- [Linking Cardholder to your Organisation](#) video
- [Delink Cardholder from your Organisation](#) form
- [Supporting Applicant to apply offline](#) guide
- [Supporting Applicant to apply online](#) guide
- [Blue Card System resources](#) guides and fact sheets
- [Restricted person and restricted employment explained for organisations](#) fact sheet
- [Identifying and managing online risks](#) guide
- [Complying with failure to report and failure to protect laws](#) checklist
- [Fail to protect, fail to report laws](#) poster
- [Who is a Restricted Person?](#) poster
- [Laws targeting sexual offences against children](#) fact sheet
- [Understanding restricted person, restricted employment laws](#) video

### **Organisation Portal**

- [How to register for Organisation Portal user account](#) guide
- [User support for Blue Card Services Organisation Portal](#) guides
- [Organisation Portal User guide](#)
- [Organisation Portal login](#)

### **Video Clips**

- [Overview of Blue Card System](#) video
- [Key obligations for organisations](#) video
- [Statement of Commitment](#) video
- [Code of Conduct](#) video
- [Recruitment, selection, training and management](#) video
- [Handling disclosures or suspicions of harm](#) video
- [Managing breaches of your risk management strategy](#) video
- [High risk activities and special events](#) video
- [Communication and support](#) video

## **External Support Service Providers**

- [Family and Child Connect](#)
- [Victims Assist Queensland](#)
- [Kids Helpline](#)
- [Aboriginal and Torres Strait Islander Family Wellbeing Services](#)
- [Sexual Assault Helpline](#) (provided by DV Connect)
- [1800RESPECT](#)
- [eSafety Commissioner](#)
  - [eSafety for young people](#)
  - [eSafety for kids](#)
  - [eSafety for Parents](#)
  - [Report online harm](#)
- [Lifeline](#)
- [Beyond Blue](#)
- [Headspace](#)
- [Legal Aid Queensland](#)
- Queensland Government websites:
  - [find a support service](#)
  - [Support for victims of crime](#)
- Department of Children, Youth Justice and Multicultural Affairs – [Report of suspected child in need of protection form](#)

### **Lions Australia [website](#)**

- [Child Safe Policy Resources](#) for access to:
  - Child Safe Policy
  - LEO Policy Template
- [Code of Conduct](#)
- Child Safe Risk Assessment for LEO Clubs via [LEO Clubs site](#) and then clicking on “Resources for Lions Clubs” button
- [Risk Management Manual](#)
- [Adult and Children Photography and Video Image Consent and Release Form](#)
- [Incident and Work related Illness/ Injury form](#)
- [Membership Application form](#)
- [Complaint Handling Procedure](#)

### **Lions District**

- Child and Youth Risk Management Strategy
- Guide to Compliance with Blue Card System
- Child Safe Induction Acknowledgement form
- Child Safe Training Attendance Record
- Child Safe Risk Assessment Checklist
- Risk Management Plan for High Risk Activity or Special Event form
- Blue Card Register
- Strategy Breach Report form
- Child Safe Incident Report form

In accordance with the Working with Children (Risk Management and Screening) Act 2000 and Regulation 2011 requirements, organisations that conduct activities involving children or youth within Queensland are regulated by the Blue Card System and legislatively obligated to develop, implement and maintain a Child and Youth Risk Management Strategy that specifically addresses eight mandatory requirements (refer Sections 1 to 8 within this Strategy).

The District Child and Youth Risk Management Strategy (referred to throughout this document as the “Strategy”):

- has been modelled on the statutory requirements detailed in the Blue Card Service Child and Youth Risk Management Strategy Toolkit which underpins the Queensland Working with Children (Risk Management and Screening) Act 2000 and Regulation 2011 as well as reflecting the organisational requirements of the Lions Australia Child Safe Policy.
- provides a comprehensive framework to identify potential risks of harm to children and youth participating in Lions activities (including but not limited to projects, functions, events or meetings) and implement strategies to minimise and effectively manage those risks in accordance with applicable statutory and organisational requirements.
- ***applies to all District Officers, other Lions Club members, assisting volunteers (including Lions family members) and any other contracted persons.***
- should be read in conjunction with the following statutory and organisational requirements:
  - Blue Card Services Child & Youth Risk Management Strategy Toolkit and related resources
  - Child and Youth Risk Management Strategy Self-Assessment Checklist
  - Lions Australia Child Safe Policy
  - Lions Australia Code of Conduct
  - Lions Australia Risk Management Manual
  - Q3 Club Child & Youth Risk Management Policy & Procedures [November 2020]
  - Lions District Policy Minutes & By-Laws

## 1. Statement of Commitment

District 201Q3 is committed to ensuring the safety and wellbeing of all children/youth who participate in any of our activities (including but not limited to projects, functions, events or meetings) and will endeavour to provide them with a safe and supportive environment. In essence, the commitment expected of District Cabinet and its Officers focusses on:

- Treating children and youth participating in Club activities with respect.
- Acknowledging that the safety of children/youth is every officer’s responsibility.
- Acknowledging that any conduct, actions or inactions which have the potential to harm a child or youth will not be condoned by the District Cabinet.
- Ensuring members are adequately informed of and comply with the District 201Q3 Child and Youth Risk Management Strategy and relevant legislative requirements.
- Acting to protect children and youth from harm or situations that pose a risk of harm.
- Building an environment that will identify and report any disclosure or allegations of harm involving a child/youth.
- Routinely reviewing the District 201Q3 Child and Youth Risk Management Strategy to update for any legislative changes and organisational improvements identified.

## 2. Code of Conduct

Where Q3 District Lions activities involve children or youth, all Lions Club members, in addition to managing their own conduct in accordance with the Lions Australia Code of Conduct (with particular attention to Section 7.9 “Working with Children”) are expected to comply with the requirements set out under Section 2 Code of Conduct of this Strategy as outlined below.

Any volunteers assisting at a Q3 District Lions activity involving children or youth will require supervision by Lions members and to be adequately informed of these Code of Conduct requirements as applicable to the particular circumstance involved.

## **2.1 Language**

The expected standard of Lions members and assisting volunteers in use of language and communications about, to or in front of children or youth:

- Use language that is positive, honest, respectful and age appropriate with communication limited to that relating to the Lions activity.
- Use encouraging/positive words with a pleasant tone of voice.
- Provide constructive feedback where required.
- Callout and challenge language, behaviours or actions that is not permitted, including but not limited to, offensive, racist or discriminatory comments, insults, criticisms or name calling, bullying, swearing, yelling, sarcastic, insensitive, derogatory remarks, sexually suggestive comments/jokes, innuendos or gestures, or attempts to try and encourage a child/youth to act/engage/talk in an inappropriate manner.
- Bullying and abuse will not be tolerated, either amongst children/youth, or from adults towards children/youth. Support all efforts to remove any form of bullying and abuse and encourage a safe and supportive environment.

## **2.2 Supervision**

- An adequate level of supervision and oversight (minimum of two Lions members holding valid Blue Cards - preferably one male, one female) is to be undertaken for the full duration of Lions activities where unaccompanied children/youth are present (i.e., not with parent/guardian/carer) to limit opportunities for unsupervised access to children or youth.
- Always know where unaccompanied children/youth under your supervision are located.
- Have at least one other Lions member present to avoid situations where you would otherwise be alone with a child or youth, that is not a family member. Do not enter an enclosed room or engage in undisclosed private meeting/discussions alone with a child or youth.
- Always wear a Lions name badge whilst at a Lions activity where children or youth are present.
- Encourage children and youth participating in a Lions activity to keep themselves safe and inform them of how to report any situation that arises where they felt unsafe or at risk of harm.
- Ensure instructions given to participating children or youth are age and gender appropriate, communicated and delivered in a positive, encouraging, respectful and pleasant manner, and
- focus on involvement in the Lions Activity and comply with Child and Youth Risk Management Strategy and Lions Australia Child Safe Policy requirements along with parent/guardian/carer written permissions where applicable.

## **2.3 Physical Contact**

Physical contact with a child or youth should be avoided if at all possible, however there may be situations where it is necessary and ideally occurring in an open environment with another Lions member or assisting volunteer present:

- to protect them from physical harm, providing first aid treatment; or to assist in their task/skill development; and
- with the understanding and permission of the child or youth involved.

Physical contact with a child or youth is inappropriate and must not occur if it:

- involves touching or other contact with a child or youth in a way that, is culturally insensitive or which could give rise to a suggestion of it being consistent with that involving “child grooming”



such as giving them a cuddle or kiss, allowing them to sit on your lap, or contacting any body part that may cause them distress or embarrassment.

- involves violent or aggressive behaviour such as hitting, kicking, slapping, pushing or punching.
- destroys their trust.
- occurs in private or secluded place without the presence of another Lions member or assisting volunteer.

## **2.4 Relationships**

- Be a positive role model and influence, displaying appropriate behaviour, treating children and youth with respect, care and understanding as they look to those in authority for trust, help and guidance. Set a good example for children/youth by the way you dress, speak and act.
- Promote safety, participation and empowerment of children and youth.
- Encourage and empower children and youth to participate, and share, in decision making where possible.
- Build relationships on an approachable level based on trust and respect and limit contact with children or youth (either face to face or via email/phone/social media) to the Lions activities undertaken and in accordance with requirements of this Strategy and Lions Australia Child Safe Policy.
- Do not engage in favouritism, biases or giving personal gifts to children or youth.
- Do not engage in any actions or behaviours that have the potential to cause physical, emotional or psychological harm to a child or youth.
- Do not develop a relationship with a child or youth that poses a threat to the child or youth's safety or wellbeing or could be misconstrued as grooming behaviour by others.
- Do not engage in any form of sexual conduct or relationship with a child or youth, including making sexually suggestive comments or sharing sexually suggestive or explicit material.

## **2.5 Smoking, Alcohol & Other Illegal Substances**

When children/youth are at a Lions activity, Lions members shall:

- Not allow themselves to be placed in a position where there can be any suggestion that the consumption of alcohol may have affected their ability to exercise proper care and ensure the safety of children/youth.
- Not openly smoke in the presence of children/youth.
- Not offer alcohol, tobacco products or other substances (including illicit drugs) to any child/youth present.

## **2.6 Venues & Functions**

Activities involving children/youth should be appropriate for their attendance and preferably be conducted in suitable public locations or venues.

Children/youth attending or participating in Lions Club activities should be supervised by a minimum of two Lions Club members (preferably male and female) and not left alone at any time in the company of an individual Lions Club member.

School-based Lions Club activities will be conducted in accordance with the requirements of the School Principal.

## **2.7 Parent/Guardian/Carer Permissions**

Where children/youth are involved in Q3 District/Lions Club activities, the District Child Safe Officer or Project Chair shall:

- check and confirm written permission has been obtained from the individual's parent/guardian/carer before and complied with when:
  - providing them with transportation or accommodation;

- administering medications, medical care including managing allergic reaction
- obtaining videos, images or personal details of them; or
- posting videos, images, articles or personal details of their child or youth to Lions approved social media sites or publications (Lions Clubs International public website at [www.lionsclubs.org](http://www.lionsclubs.org), Lions Club International members-only intranet site (MyLCI), other LCI member databases, Leo Club website, Lions Club and District websites, or Lions and Leo Club publications).
- ensure Lions members and assisting volunteers are aware of, and comply with, written parent/guardian/carer permissions and any specific restrictions (e.g., not permitted to be included in videos, photos or be identified in published articles).

## **2.8 Photography & Social Media articles**

Although articles, images and videos, of children or youth participating in Q3 District Lions activities are a valuable tool in promoting youth programs, these can be readily transmitted leaving children/youth vulnerable to online grooming and exploitation. Therefore, any image or video taken or article written involving children/youth participating in Lions activities shall only be done in accordance with the written permission of the parent/guardian/carer using the Lions Australia Image Consent and Release Form for Adults and Children Photography and Video [see Appendix A].

Any image or video taken must be appropriate and cannot be of a sexualized nature. Particular care should be taken when posting related images, videos and/or articles on social media.

Never expose children/youth to sexualized or pornographic material from any medium.

## **2.9 Communication**

Any communications (including but not limited to phone, email or social media) between the Q3 District/Lions Club and child/youth involved in Lions activities should always:

- be limited to the purpose of Lions related business and conducted in line with school policy (for school-based activities) and/or parent/guardian/carer approvals
- be transparent and accessible to parent/guardian/carer with content focused on the Lions child/youth activity and appropriate in tone and language at all times; and

## **2.10 Privacy of children/youth information**

Private information of children and youth participating in Q3 District activities contained in records must not be disclosed other than in accordance with Child and Youth Risk Management Strategy and Lions Australia Child Safe Policy requirements.

Involvement in Youth of the Year, Youth Exchange and Leo Programs must comply with the requirements of Lions Australia Child Safe Policy Section 18 – Record Keeping.

## **2.11 Transport**

Transport for children/youth to or from Q3 District/Lions Club activities should preferably be provided or arranged by their parent/guardian/carer. However, where it is necessary for Lions members to provide that transport by vehicle, the responsible parties concerned shall comply with the following:

- Prior written parental/guardian/carer permission is to be obtained in the first instance. Also applied to Adult Leos transporting Leos under 18 years.
- The vehicle used is to be in a roadworthy condition with current registration and vehicle insurance cover.
- The vehicle driver shall hold a valid open licence for class of vehicle being operated, be fit to drive, not be impaired by alcohol or substances (legal or illegal) and operate the vehicle in a safe manner while complying with road rules.
- Throughout the transport, the vehicle driver shall be accompanied by at least one adult Lions member or assisting volunteer (preferably of other gender). It is recognised this may always not be possible but should be practised whenever possible.

- The Lions member transporting a child/youth, who is not a family member, must hold a valid Blue Card.

## **2.12 Accommodation**

Children/Youth required to stay away from home (overnight or longer) when participating in a Q3 District/Lions Club activity should preferably be accommodated with their parent/guardian/carer. However, where it is necessary for Lions members to arrange and/or provide that accommodation, the following requirements shall be complied with:

- Prior consultation with and written permission obtained from parent/guardian/carer regarding suitability of accommodation arranged, and/or provided, by Lions members.
- Suitability of the accommodation to be checked and confirmed by Project Coordinator or assigned Lions delegate in location involved.
- Chaperones may be required to stay at the accommodation provided (e.g., camp dormitories), with genders segregated.
- Dormitory style accommodation for backpackers, hostels, etc should be avoided where possible unless it can be demonstrated by documented risk assessment that adequate controls can be implemented to mitigate the potential risks associated with exposure to interactions of unknown individuals of various ages and backgrounds cohabiting in that facility.
- In preparing for billeting with a family:
  - For each adult identified as residing at the billeting family's residence, check and confirm their identity (check photo ID e.g., driver licence) and sight that each of them hold a valid Blue Card. Record their names, residential addresses, contact phone numbers and Blue Card details.
  - The billeting family should preferably contain at least one Lions member or at least can be vouched for, and have a written reference of suitability provided, by a Lions Club executive in locality involved.
  - Host Family Application form to be completed by billeting family with signed copy returned to Project Coordinator and retained by Club Secretary.
  - At least two children or youth of same gender should be billeted together where possible.

## **2.13 Youth of the Year (YOTY)**

In addition to requirements in this Strategy, the Q3 District/Lions Clubs when participating in the Lions Youth of the Year Program must also ensure compliance with those detailed in Lions Australia Child Safe Policy – Section 24 Youth of the Year.

The District YOTY Chair will liaise with Lions Clubs and their Club YOTY Chairs to assist with meeting these requirements.

## **2.14 Youth Exchange**

In addition to requirements in this Strategy, the Q3 District when participating in the Lions Youth Exchange Program must also ensure compliance with those detailed in Lions Australia Child Safe Policy – Section 22 Youth Exchange.

The District Youth Exchange Chair will liaise with any Lions Clubs and members involved with YE to assist with meeting these requirements.

## **2.15 Leos**

In addition to requirements detailed in this Strategy, Q3 District must also ensure compliance with those detailed in Lions Australia Child Safe Policy – Section 23 Leo Clubs.

The District Leo Chair will liaise with sponsoring Lions Clubs and their Club Leo Advisors to assist with these requirements.

## **2.16 Leo Club Program**

In addition to requirements detailed in this Strategy, Q3 District personnel must also be aware and adhere to

the guidelines detailed in the Lions Australia Leo Club Policy Template with regard to:

- Activities involving mixed age groups of Omega and Alpha Leos
- Leos attending the District Convention
- Leos attending the State Leo Conference

The District Leo Chair will be responsible for ensuring compliance with such activities.

### **2.17 School Based activities**

In addition to requirements detailed in this Strategy, Q3 District/Lions Club members and assisting volunteers are required to be informed of and comply with school requirements which include as a minimum:

- reporting to School Administration Office to:
  - sign in on arrival, record valid Blue Card details and obtain visitor identification pass
  - sign out on departure
- Complete student protection training as determined by school principal
- complying with any instructions issued by School while on site.

### **2.18 District Project involving other Organisations**

There may be some Lions District projects that require working with outside organisations e.g., Youth InSearch, Camp Duckadang. In addition to the procedures contained in these instructions, any Lions volunteering on such a project that involves children/youth under 18 years of age, are to comply with the policy and procedures of the respective organisation.

## **3. Recruitment/Selection, Training & Management**

- The District Governor will appoint a District Child Safe Officer [Role Statement – Appendix B]
- All District Officers who have responsibility/making decisions for Q3 Lions projects involving children/youth will be required to hold a valid Blue Card.
- All District supported projects involving children/youth will each be assigned a District Project Chair. This will apply for the following projects, but not limited to: Youth of the Year, Leos, Youth Exchange & Youth Camps, Children of Courage, Peace Poster & Peace Essay Competitions, Youth InSearch, Lions Camp Duckadang, Australian Lions Children’s Mobility Foundation, Lions Youth Emergency Accommodation Centre Lions Eye Health Program (Children’s Screening) and Australian Lions Wellbeing Foundation.
- If a Lions project requires a Lions Club to host a State/District/Region/Zone event involving children/youth on behalf of the Q3 District or Multiple District, the relevant District Chair (and other District Officers if appropriate) must ensure the host club’s acceptance of responsibility for managing compliance with the “Q3 District Child & Youth Risk Management Strategy” and the Lions Australia Child Safe Policy requirements.
- The District Governor and District Child Safe Officer shall ensure Q3 District Officers complete a training/information session each year by the end of August (preferably at the District Officer Forum) to assist in understanding their role in providing a safe and supportive environment for children/youth and kept informed of any policy updates/legislative changes. To read and become informed of the requirements set out in:
  - Q3 District Child & Youth Risk Management Strategy
  - Q3 District Club Child & Youth Risk Management Policy & Procedures
  - Lions Australia Code of Conduct
  - Lions Australia Child Safe Policy
- The District Child Safe Officer will be responsible for keeping and retaining Attendance records for such training sessions and “Duty of Care Declaration” forms. [Appendix D - Duty of Care Declaration]

## 4. Handling disclosures and suspicions of harm

A member may become aware of an allegation or incident of abuse by numerous means such as observation, face-to-face, telephone, social media, text etc.

It is the responsibility of all Lions Australia members to report abuse if they:

- (a) Witnessed the alleged abuse
- (b) Were informed of the alleged abuse by another member and it had not been reported
- (c) Were informed of the alleged abuse by the child/youth who was the victim
- (d) Were informed of the alleged abuse by a child/youth who was not the victim
- (e) Were informed of the alleged abuse by a non-member of Lions Australia

All immediate safety concerns are to be reported to the Police by any Lions member as a matter of priority. When the allegation is received by the Child Safe Officer and where immediate safety has been assured, a Child Safe Incident Report form needs to be completed and the Multiple District Child Safe Officer activates the Child Safe Procedure. [refer to Lions Australia Child Safe Policy – appendix 4 and 5]

Please Note: So long as a report has been made in good faith, legislation protects reporters, therefore no criminal, civil or administrative proceedings can be brought against them.

### Historic Allegation of Harm Complaint Handling

Where a historic allegation of harm to a child or youth is raised with a District Officer/Lions Club, comply with requirements set out in MD201 Lions Australia Child Safe Policy Section 25

## 5. Plan for managing breaches of the Risk Management Policy

District will review any allegations of breaches of the Child & Youth Risk Management Strategy and will take steps to minimise the risk of any further breaches.

This plan outlines the steps to be taken following a breach of the Child & Youth Risk Management Strategy in order to address the breach in a fair and supportive manner.

### **Definition**

A breach is any action or inaction by a person, including children and young people, who fails to comply with any part of the strategy.

### **Who Must Comply with this Plan?**

- Q3 District Officer/Lions Clubs members
- Volunteers
- Children/Youth
- Any person contracted, either for remuneration or not
- Any person acting on behalf of the Club

### **Processes to Manage a Breach**

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- all people concerned will be advised of the process
- all people concerned will be able to provide their version of events
- the details of the breach, including the versions of all parties and the outcome will be recorded
- matters discussed in relation to the breach will be kept confidential, and
- an appropriate outcome will be decided

### **Suitable Outcomes for Breaches**

Depending on the nature of the breach, outcomes may include:

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct

- providing closer supervision
- further education and training
- mediating between those involved in the incident (where appropriate)
- disciplinary procedures, if necessary, which could include stopping involvement in youth related activities and termination of membership
- reviewing current policies and procedures and developing new policies and procedures if necessary

### **Suspension or Termination**

Where a District Officer/Lions Club member is the subject of an allegation of child abuse or neglect:

- The Officer/Lions Club member will be asked to stand aside for the duration of any investigation, failure to do so may result in suspension or terminating their membership.
- Lions District 201Q3 may recommend that the Lions Club Board suspend or terminate membership of the Lions Club member involved.
- Lions Australia may recommend that the Lions Club Board suspend or terminate membership of the Lions Club member involved.

A District Officer/Lions Club member who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or exploitation of a child/youth at a Lions activity, will have their membership terminated.

## **6. Compliance with Blue Card System**

Q3 District will comply with Blue Card legislative and Lions Australia Child Policy requirements to ensure that all relevant District Officers/Lions Club members/volunteers undergo the Working with Children Check and obtain a Blue Card or Exemption Card.

The District Child Safe Officer will be appointed the authorised delegated representative with Blue Card Services on behalf of the Q3 District to undertake all tasks required to comply with the Blue Card system.

All District Officers/Lions Club members involved with or making decisions about Q3 District Lions activities involving children/youth must hold a valid Blue Card.

A person who does not hold a valid Blue Card or Exemption Card is not permitted to undergo any child or youth related role in a District Lions event or have any direct involvement with children or youth at such activities.

Where an application for Blue Card or Exemption Card renewal has not been completed and lodged with Blue Card Services by Card expiry date, the cardholder is not permitted to work directly with children or youth until replacement Card is received. [No Card, No Start Laws – effective 31 August 2020]

The District Child Safe Officer will be responsible for keeping a Blue Card Register for all District Officers, linking their details to the “Lions Clubs International – District 201Q3” organisation.

## **7. Risk Management Plan for high risk activities and special events**

When organising special events or high risk activities, project chairs must ensure that participation in such events/activities will not compromise the organisation’s commitment to providing a safe environment for children/young people by:

- Ensuring enough information has been provided to parents or carers so they can make an informed decision about whether they want their children to attend
- Evaluating any risks involved with attending the event and developing procedures to minimise those risks

- Ensuring that event organisers are committed to an environment which is safe and friendly for children/young people and that they have developed policies and procedures supporting such an environment
- Plans are communicated to all stakeholders involved prior to the activity/event with a review conducted following the event
- There are six steps to consider when developing an effective risk management plan
  - Describe the Activity
  - Identify the Risks
  - Analyse the Risks
  - Evaluate the Risks
  - Manage the Risks and Re-Assess
  - Review

[Refer to the **Lions Australia Risk Management Manual** for further information]

### **Progress Reporting & Risk Management Review**

The District Child Safe Officer shall provide the Q3 Cabinet with regular updates (at least annually) on the District's progress towards achieving compliance with the Child & Youth Risk Management Strategy requirements.

The District CBL Chair/Committee and District Child Safe Officer will conduct an annual review of the Q3 District Child & Youth Risk Management Strategy and associated forms and when actioned will be noted in the relevant Cabinet Meeting Minutes and District Policy Minutes updated.

For those Q3 District Lions activities involving participation of children/youth, the District Project Chairs (with assistance from the District Child Safe Officer) will ensure the requirements of the Child & Youth Risk Management Strategy are complied with.

## **8. Communication and Support**

Copies of the Child & Youth Risk Management Strategy will be made available to all Q3 Cabinet Officers and appointed District Officers. This will ensure that all officers understand what is expected of them with regard to providing a safe and friendly environment for children/youth.

Officers will be reminded of its existence annually or as the need arises.

The Policy document will be available on the District website and be included in the District Policy Minutes for all stakeholders and participants in our Child/Youth projects to access

## **APPENDIX A – PHOTOGRAPHY & MULTIMEDIA PERMISSION**

### **Photography and multimedia permission form for adults and children**

In every town around Australia Lions Clubs are involved in activities that provide benefits to the community, including programs for youth, medical research and health related activities, and response to emergencies or disasters. Part of implementing these services often involves creating public awareness about a particular project or initiative. Lions Australia seeks your consent to use photographic and digital images, video and audio recordings for use in the following ways ('the Agreed Purpose'): publications, newsletters, campaigns, websites, social media platforms, other related methods of promotion, any future editions and variations of the above, and both electronic and printed formats of the above. Non-return of this form will be taken as a refusal to grant permission, and any record of your (or your child's) likeness or work must therefore be discarded.

---

#### **Consent**

I acknowledge that I:

- Am over the age of 18 years OR I am the parent/guardian of the person/s who is under 18 years and have the legal capacity to give consent;
- Am the individual or the 'right' person within the network of kinship and community relationships;
- Understand that Lions Australia does not guarantee that any photos, digital images, recordings or work samples of the individual who is identified below in the area marked, 'Name of the Person photographed' will necessarily be used;
- Understand that copyright in photos, digital samples, recordings or work samples of the individual who is identified below in the area marked, 'Name of the Person photographed' will vest in the Commonwealth of Australia;
- Understand that I will not be given the original of the photos, digital images, recordings or work samples of the individual who is identified below in the area marked, 'Name of the Person photographed';
- Consent to Lions Australia giving photos, digital images, recording or work samples of the individual who is identified below in the area marked, 'Name of the Person photographed' to another Australian Government department or agency or to another under its authority in good faith;
- Consent to the publication, by Lions Australia, of photos, digital images, recordings or work samples of the individual who is identified below in the area marked, 'Name of the Person photographed' for the Purpose with any reasonable retouching or alteration;
- Understand the Agreed Purpose of publication of images, recordings or work samples of the individual who is identified below in the area marked, 'Name of the Person photographed', including possible use on the Internet and in the media;
- Consent to the film production company/photographer collecting the images, recordings and work samples of the individual who is identified in the area marked, 'Name of the Person photographed';
- Consent to Lions Australia and those acting under its authority copying and distributing images and recordings of the individual who is identified below in the area



marked, 'Name of the Person photographed' in whole or in part as they deem appropriate for the Agreed Purpose; and

- Understand that every effort will be made by Lions Australia to respect my (my child's) moral integrity.

Activity/Project: \_\_\_\_\_

Name of Person/s photographed:

\_\_\_\_\_  
\_\_\_\_\_

I have read or have had a person read this form to me and know that I will receive a copy of it.

### SECTION A

#### For adults

I, \_\_\_\_\_ (*print full name*) hereby consent to photographic and digital images and/or audio and visual recordings of myself being used by Lions Australia for the purposes described above.

OR

### SECTION B

#### For parents

I, \_\_\_\_\_ (*print full name*) hereby consent to photographic and digital images and/or audio and visual recordings and/or work samples of my child(ren),

\_\_\_\_\_  
(*print full name/s*) being used by Lions Australia for the purposes described above.

**I DO/DO NOT (*please circle*) give permission for my child's first name, age and/or year level and school to be identified (surname will not be published).**

AND

### SECTION C

School or early childhood centre:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please tick this box if you identify yourself as an Aboriginal or Torres Strait Islander

## **APPENDIX B – ROLE STATEMENT OF DISTRICT CHILD SAFE OFFICER**

The District Child Safe Officer is responsible for ensuring the District Cabinet and Clubs are aware of, and following, the MD Child Safe Policy and the relevant State legislation. Your duties shall include:

- Informing themselves to increase their understanding and awareness of Child safety.
- Ensuring members of Cabinet have an understanding of Q3 District Child & Youth Risk Management Strategy, Lions Australia Child Safe Policy and Code of Conduct.
- Keeping up-to-date with any changes to the requirements of the “Blue Card” system.
- Keeping Cabinet Officers informed of any relevant State legislative requirements for our organisation in relation to Child Safety practices and policies
- Providing advice and assistance to Club Child Safe Officers within the District
- Liaising with the MD Child Safe Officer
- Ensuring all Cabinet Officers hold a valid blue card or at least those Cabinet Officers who have responsibilities for any District Youth Projects
- Maintaining a register of all District Officers with valid Working with Children Check or its state or territory equivalent. This register will allow the CSO to remind members of any expiry date.
- Maintain a record of all members who do not have a current Working with Children Check or its state or territory equivalent.
- Reviewing Child Safe Incident Reports and recommend appropriate responses to the Club President or District Governor and MD Child Safe Officer

## APPENDIX C – CHILD SAFE INCIDENT REPORT

**NOTE:** all immediate safety concerns of child or youth involved in harm allegation are to be reported to Police by any Lions member as a matter of priority.  
**Report needs to be forwarded to District Child Safe Officer**

<b>Lions District/ Club Name</b>		
<b>Details of Child or Youth involved</b> (if known)	Name:	Age:
	Address and Contact Details:	DOB:
	Parent or Guardian Name:	
	Address and Contact Details:	
<b>Reported by</b>	Name:	Date & Time reported:
	Address and Contact Details:	
<b>Reported to</b> (if different from above)	Name:	
	Address and Contact Details:	
<b>Incident Location</b> (if known)		Incident Date & Time:
<b>Person/s involved in Allegation</b>	Name/s:	
<b>Description of Allegation</b> (reasons you suspect the child or youth has experienced or is at risk of experiencing harm)		
<b>Witness/es</b>	Name & Contact Details:	
<b>Immediate actions taken and by whom.</b> <b>State reason if no action taken.</b>		
<b>Outcome of allegation if known at this stage.</b>		
<b>Report Completed by</b>	Name:	Contact phone no.:
	Signature:	Date:

## APPENDIX D – DUTY OF CARE DECLARATION

### LIONS CLUBS INTERNATIONAL – DISTRICT 201Q3 WORKING WITH CHILDREN & YOUTH - DUTY OF CARE DECLARATION

Family Name			
Given Names			
Address	No. and Street:		
	Town/Suburb:	Postcode:	
Telephone	Home:	Email:	
	Mobile:		
Blue Card or Exemption Card details sighted	Number:	Expiry Date:	Date of Birth:

I understand that Q3 Lions District is committed to the safety and wellbeing of children and youths who are participants in any Lions youth project or activity and will take steps to ensure a child safe environment is maintained at all times.

I have read the following documents and agree to act responsibly and exercise a Duty of Care to all children and youth who are participants in any Q3 District Lions project, function or activity:

- **Q3 District Child & Youth Risk Management Strategy**
- **Lions Australia Child Safe Policy**
- **Lions Australia Code of Conduct for Lions Members**, particularly behavioural standards required towards children.

I am completing this Duty of Care Declaration as part of the Cabinet Officer Forum Induction - Working with Children and Youth training.

Blue Card or Exemption Card referenced above has been sighted by the District Child Safe Officer.

Full Name			
Signature		Date	
Witnessed for and on behalf of Q3 District Cabinet			
Signature		Date	

## APPENDIX F – DEFINITIONS

### Allegation

An assertion made by someone which is not yet proven in court.

### Assisting Volunteer

Any person, who is not a Lions Club member, assisting at a Lions activity involving children or youth and also includes any attending family members of a Lion.

### Children and Youth

Persons who are under the age of 18 years.

### Grooming

When a child or youth is psychologically manipulated by an adult to form a trust which is highly detrimental to them but allows the adult to advance their chance to sexually exploit the child or youth. Often children and youth do not know they are being groomed. This is commonly done either by face to face, texting or via social media.

### Harm

Involves any detrimental effect of a **significant nature** on the child's or youth's physical, psychological or emotional wellbeing caused by a single or series of acts, omissions or circumstances involving physical, psychological, or emotional abuse or neglect or sexual abuse or exploitation. Harm does not have to have occurred and applies to situations when there is the potential of harm to occur.

### Breach

Any action or inaction by any person involved with a Lions activity that fails to comply with any applicable requirement of the Strategy including but not limited to the following:

- Lions Club members (including Club Board members)
- Assisting volunteers (including Lions family members)
- Child/youth and their parent/guardian/carer
- Any person contracted, either for remuneration or not
- Any person acting on behalf of the Lions Club

### Police Information<sup>(1)</sup>

A change in police information includes:

- any charge or conviction for an offence (conviction means a finding of guilt by a court, or acceptance of plea of guilty by court, whether or not conviction is recorded and regardless of when and where it occurred);
- existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where person is subject of an application for disqualification order (which is an order that prohibits a person from holding or applying for a Blue Card/Exemption Card);
- where the person is the respondent to an application for an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the Child Protection (Offender Reporting and

Offender Prohibition Order) Act; or a disqualification order; or a sexual offender order.

### **Disqualified Person<sup>(1)</sup>**

A person who is:

- convicted of a disqualifying offence which includes having sex with a child (regardless of type of relationship, e.g., teenage boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography offences, murder and other serious sexual or violent offences against an adult or child (regardless of penalty and of when and where it occurred).
- the subject of:
  - reporting obligations or an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a Blue Card (or Exemption Card); or
  - a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003; or
- is the respondent to an application for an offender prohibition order under the Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004.

### **Restricted Person<sup>(1)</sup>**

A person who:

- has been issued with a Negative Notice; or
- has a suspended Blue Card (or Exemption Card); or
- is a Disqualified Person; or
- has been charged with a disqualifying offence which has not been finalised.

### **Negative Notice<sup>(1)</sup>**

Is a written notice issued by Blue Card Services to a person stating that:

- their application for a Blue Card (or Exemption Card) is refused; or
- their Blue Card (or Exemption Card) has been cancelled due to a change in police information.
- The person issued with a Negative Notice is referred to as a Negative Notice holder.

<sup>(1)</sup> = access [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) or call Blue Card Services ph. 1800 113 611 if seeking further info or clarification about this term

## REFERENCES

### Queensland legislation (<https://www.legislation.qld.gov.au/> )

- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2011
- Child Protection Act 1999

### Blue Card Services - Dept. of Justice & Attorney General, Qld Gov (<https://www.bluecard.qld.gov.au/> )

- Rights & Obligations (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/system/rights-and-obligations>)
- Child and Youth Risk Management Strategy Toolkit - link to doc via <https://www.bluecard.qld.gov.au/risk-management.html>
- Blue Card or Exemption Card Application form - <https://www.bluecard.qld.gov.au/applications/need-to-apply-for-card.html>
- Link an Applicant/Cardholder to this Organisation form <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/update-details>
- Change of Name form - link to form via <https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/a437bcc-7cb6-4f6f-b462-c51fcf2e119c>
- Update Contact Details form [https://www.bluecard.qld.gov.au/updateContact\\_form.aspx](https://www.bluecard.qld.gov.au/updateContact_form.aspx)
- Card/Notice Letter Lost or Stolen form <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/existing/replace-lost-card>
- Applicant/cardholder no longer with organisation <https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/af7d406c-73fa-42c6-bdf7-48440c88cbb4>
- Update organisation details form <https://www.publications.qld.gov.au/dataset/no-card-no-start-forms/resource/af7d406c-73fa-42c6-bdf7-48440c88cbb4>
- Change in Police Information Notification form - link to form via <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/system/review/police-information>
- Offences and Penalties <https://www.bluecard.qld.gov.au/offences-and-penalties.html>
- Blue Card Register <https://www.publications.qld.gov.au/dataset/blue-card-system-compliance-information-and-resources/resource/c92d1c0b-5381-4993-a502-b4e2c96e5978>
- relevant Blue Card Services YouTube video clips <https://www.youtube.com/c/BlueCardQldGovAus>

### Lions Australia

- Lions Australia Child Safe Policy <https://lionsclubs.org.au/about/governance/constitutional-policy-resources/>
- Lions Australia Code of Conduct for Lions Members <https://lionsclubs.org.au/members/resources/>
- Child Safe Assessment for Leo Clubs <https://lionsclubs.org.au/activities/youth/leos/leo-resources/>
- Lions Australia Risk Management Manual

### Lions District 201Q3 (<https://201q3.lions.org.au/>)

**Addendum to Policy  
Minutes “G”**

**Convention Guide.**

# **CONVENTION GUIDE**



## **DISTRICT 201 Q3 - 2021**

Created by PDG Kaye Smith following the 2021 Convention.

This is a guide only to assist the District Convention Committee to run a successful Convention.

The aim is to make sure all the necessary requirements are covered as the Convention is the District Annual General Meeting as well as an opportunity for Lions across the District to catch up, exchange ideas and to have a say in the running of the District's future.

It is the District Governor's Convention and he or she should be pro-active in the input of the convention programme and to contribute to the flow of the convention.

For a full reference on the Convention and Annual General Meeting please read from the District Policy Minutes Section 9: Items 9.1 – 9.13 and the District By-Laws Article V Sections 8, 11, 12, 14 (A), (E), 16 1-6, this will give you a good start to organising a successful convention for the District.



The Convention Committee consists of –












Convention Chairman	(appointed by the District Governor)
Master of Ceremonies	(appointed by the District Governor)
Secretary	
Treasurer	
Registrar	
Co-Ordinator's for –	
Catering	
Opening Flag Ceremony	
Remembrance Ceremony	
Convention Booklet	
IT, Audio and Visual	
Static Display Equipment Hire	
Safety Officer	
First Aid Officers	
Multi Draw Raffle Team	
Roustabout Team	

Other task coordinators may be required and can be appointed by the convention organising committee, at any time to make sure all tasks are covered prior to the Convention.

This Committee then sets about working through a check list to make sure everything that the District Governor wishes to take place at Convention is organised and finalised.

An example of a check list is at the bottom of this document.

Chairman -

-  Assists the District Governor with Venues. Refer Convention Venue Check List Attached.
-  If requested to assist the District Governor with Programme.
-  Other tasks assigned by the DG.
-  Applies for available Grant/s to assist meet the cost of convention
-  Appoints committee members to tasks
-  Contact Co-ordinators for regular updates prior to the meetings.
-  Controls the meetings
-  Prepares the Meeting Agenda with the Secretary
-  Keeps control of the check list
-  Keeps abreast of any Community situations that may affect the Convention.
-  If the venue allows and if it is decided, then an Alcohol Permit should be sought.

Secretary -

- Keeps minutes at every meeting
- List all correspondence
- Sends out request letters including Letters from the local Mayor, Councilors and Lions Dignitaries (Council Chairman, Guest Speakers invited International and National Attendees) for inclusion in the Convention booklet
- Sends out request for sponsorship letters

Treasurer - (works closely with the Registrar)

- ❖ Control all financial matters for convention
- ❖ Liaise with the Registrar on payments
- ❖ Arrange the opening of an appropriate Bank account.

- ❖ Arrange for an audit of the Convention bank account following the closure of the Convention and finalisation of all accounts.

Registrar - (works closely with the Treasurer)

- Receives all registration forms from convention attendees
- Records all form information onto an excel spreadsheet
- Imperative to keep a full list of all dietary requirements listed on registration form. This will need to be sent to the Catering Team and any outside venue.
- Sends details of registrants to Treasurer
- Creates name tags for registrants, registering all functions being attended (an example is at the bottom of this document)

Master of Ceremonies -

- Should attend all or as many meetings as he or she can so that they know what is happening
- Once the Convention Programme has been set, he or she should receive a copy
- Be involved in the setting up of the stage area of the hall/venue
- Prepare a programme run sheet for each session

Co-ordinators -

Catering – once a co-ordinator has been appointed, they need to source a team, it would be beneficial if they were members of the Clubs on the Committee. Other Groups can be approached to take on some of the catering roles.

Be up front and let these volunteers know what is involved, particularly if it is a Lions Club that has never been to a convention or worked on a convention committee, they may not know the extent of the task or how to achieve it. Refer them to the Policy Minutes.

- Need to create a menu. E.g., hot or cold breakfast, lunches, morning and afternoon teas. Cold slices, hot savories, boxed or prepared individual hot or cold plated lunches.
- Be aware of what is involved in catering for the sheer numbers involved (it is different to cater for 200 – 300 than what it is to cater for 20 – 30 and many hours will be involved during the duration of the Convention)
- If a Club takes on all catering, they can involve other groups to do up the boxed lunches (CWA, Meals on Wheels etc. if you approach an outside Club to assist, get a quote in plenty of time to weigh up whether this would be a viable option)

The main catering is split as –

	Friday Night Dinner
	Saturday Morning Breakfast
	Saturday and Sunday Lunches
	Saturday Night Dinner/Banquet (normally catered for at an outside venue but decorations would generally be the responsibility of the catering committee)
table	Morning & Afternoon Teas as required.

- Suggest that 4 Clubs could be looked at to handle the split.
- Catering Co-ordinator to manage this group to make sure it all runs smoothly
- Depending on the number of Conventioneers attending, this could be a lot for one Club to take on everything.
- Make sure you cater for 5 – 10% on top of the attending number
- Tea and Coffee Stations, try for at least 2 or more to split the crowd
- Mobile Coffee Vans are always appreciated by the conventioneers
- It is not always a good idea to use an 'honesty system' with drinks, as there are those who assume the drinks are free.

- Keep all receipts for purchases for catering. Apportion cost per meal served and create an invoice for reimbursement from the Treasurer.
- **Important:** it is imperative to cover all Special Dietary requirements - a full list of these will come from the Registration Form from the Convention Registrar.

Ideas for what to serve –

Friday Night	-	BBQ Mobile Spit Roast
Saturday Breakfast	-	Cereals and Fruit (optional), full cooked breakfast Juice, tea and coffee
Lunches	-	Boxed Decent Sandwich or Bread Roll (meat and salad or similar) Piece of Fruit or Fruit Salad Sweet (Muffin or piece of Cake or Slice) Drink (Poppa or Can)
	Or	Something similar such as Quiche, Savory Slices and Salad
Morning/Afternoon Teas		Open really to whoever organises them, suggest keep it simple. - Slices, cakes or biscuits - Hot finger food
Saturday Night Dinner or Banquet		This will all depend on the District Governor as it could be at another venue such as Restaurant etc. and would be catered for by the venue.

Opening Flag Ceremony – (and Flag Trailer)

- The Flag Trailer comes into your control following the close of the prior Convention
- The trailer houses the Flag Set, the Convention Banner and all the flag accessories
- You are responsible for checking the flags and having up to 20% dry cleaned, if necessary
- Check with the District Governor as he or she may have a theme that they wish to follow
- Make it interesting but keep it to 15 – 20 minutes in length
- Recognise the main 8 – 10 Flags (The DG may require additional flags to be recognised so liaison with the DG is imperative)
- Suggest whoever creates the narrative does the presentation at Convention

Remembrance Ceremony –

- 🚩 Decide what will be given as a keepsake to the Families and Clubs representing those Lions Members gone to Higher Service. Check with the District Governor as he or she may have something in mind. (Higher Service Pins held by District will also be presented)
- 🚩 Suggest that you only need 2 or 3 Lions to run this ceremony
- 🚩 You might have to wait until the last week prior to Convention so that no-one is missed or forgotten
- 🚩 Select appropriate verses or music

- 🖨️ Work together to complete any Power Point Presentation you wish to use. Save it to a memory stick and make sure that it works, including any music running in the background of the presentation
- 🖨️ Send a copy of it to the IT Co-Ordinator prior to Convention
- 🖨️ If you wish to use a photo, please organise this through the District Secretary/Assistant Secretary. Liaise with them early as it may take some time to arrange for photos of all those being remembered.

#### IT, Audio & Visual –

- When appointing this person, make sure that they do know how to operate the equipment that will be used. If it is a school, they will be happy to have their person show the committee representative how their gear works. Make sure that they know where things like volume, projector, screen operation controls are and how they work. Some schools will insist that one of their staff work the equipment during the convention. This may be an additional cost that has to be met.
- Is responsible for the recording of the convention in terms of District By-Law Article V Section 8.
- Request a copy of all presentations prior to the Convention to make sure that they all work on the day. Suggest that all speakers with a presentation brings a spare memory stick with them just in case.
- Organise for enough microphones, so that there are 2 on Stage Table, 2 for the Lecterns and at least 2 floor mikes on stands in the hall.
- Make sure that this coordinator is available the whole convention.
- Make sure that they have and work from a programme so that they know who is on when.
- Make sure that they know the Power Point System so that what appears on the screen is just the presentation and not system bits.

#### Multi-draw Raffle –

- ❖ Make sure whoever takes this on is prepared to have all donated prizes delivered to them to hold until convention.
- ❖ It is not up to this person only to accumulate the prizes all members of the committee should be on the lookout for prize opportunities.
- ❖ Restrict the number to 50 / 60
- ❖ Purchase enough cellophane paper to wrap all the prizes.
- ❖ Where donated items are small, put 2 or 3 together to make a worthy prize.

#### Roustabout Team –

This team comes into their own over the weekend of the Convention, being on hand to assist with everything and anything that is asked of them.

- They will be required to help set up the Static Display area either the day before or the Friday morning of convention.

- Check that all electrical/extension cords have been tagged by a registered electrician.
- They will need to assist setting up the main hall, chairs etc.
- They will need to regularly check the toilets (paper, soap and hand towels)
- They will need to regularly check the rubbish bins for emptying
- Assist if required around the Convention sight.
- At the end of the convention, assist to dismantle Static Displays, return chairs etc. to ensure that the venue is left in the same condition as it was prior to the Convention

#### Safety Officer –

- The role of the Safety Officer is to scan the entire Convention site to make sure that it is a safe area for the conventioners.
- If there are any areas of concern these should be minuted and steps taken to ensure that these areas are appropriately marked and cordoned off.





#### First Aid Officer –

- The First Aid Officer should always have a well-stocked first aid kit available.
- Ideal to have two Lions, with up to date First Aid Certificates and at least one should be on site, at all times.
- If the First Aid Officer/s cannot be located, then dial 000 immediately so that the injury can be assessed in a timely manner.

#### Committee –

- Obtaining sponsorship
- Finding raffle prizes
- Organising the table centres for the DG's Banquet (try to follow the theme, if there is one)
- Finding interesting, useful informative information to put into the Convention Bags
- Organise a day to wrap the raffle prizes
- Organise a day to fill the bags
- Attend Organising Committee meetings
- Other duties as assigned by the chairperson.

#### Convention Booklet –

-  To liaise with the DG who will organise the programme that will be printed in the booklet.
-  To liaise with the Secretary, that on receipt of letters from the Mayor, Guest Speakers invited International and National Attendees be forwarded as these will be printed in the booklet.
-  To organise for the DG and the Convention Chairman to prepare a letter of welcome to go into the booklet.
-  To Obtain from the District CBL Chairperson a copy of the District Standing Orders and the Notices of Motion that must be included in the Booklet.


- 📄 To make sure that the current Company Logo from all Sponsors appear in the booklet
- 📄 It is optional to have the following printed in the booklet – Lions Code of Ethics, Lions Clubs Purposes and the Australian National Anthem.
- 📄 It is optional to list the Convention Committee.

#### Equipment Hire for Exhibits - **Portfolio Stallholders.**

- When assessing sites for suitability it is best to have a 5mtr measuring tape or larger to help estimate whether all stalls can fit into a site. A portfolio stall should be a minimum of 2mtrs by 1mtr larger if possible. 2.5mtr length is better if you have the space. This will give ample room for a reasonable size display table and two chairs as well as display posters etc. You will need an area large enough to accommodate 15 – 20 stalls and allow for sufficient walkways around stalls. Note where your nearest power outlets are and mark these on a plan. Determine if there are likely to be any trip hazards from cables or gear.
- Your convention centre may have a site plan. If not draw one up yourself as you may not be able to revisit the site until you are setting up just prior to the convention date. Mark out the stalls on the plan.
- When ordering divider panels from suppliers make sure panel sizes will work for your area. Some suppliers will not allow posters and other items attached to their panels, or you could be restricted to using Velcro only. Any restrictions will have to be advised to portfolio holders.
- When allocating stalls to portfolio holders some may require power or request special conditions such as being adjacent to other portfolio holders. Its best to separate the powered and non-powered stalls and mark any special conditions on your plan. All power cables, laptop cables should be tagged and tested so that you comply with any regulations the convention centre may have. On your application form to the stall holders state what you will provide and what they are expected to bring. The convention committee will have to provide power cables (20-30 metre length depending on room size) and power boards. These will have to be covered or hidden to avoid trip hazards.
- On set up day for the convention, give the roustabout team a copy of your plan and explain the set up to them. It sounds obvious but if you do not, you will not get what you want. Once the stalls are complete, clearly label each stall with the portfolio allocated to that stall. Hopefully this will prevent stallholders picking their own spot on the day.

#### Other Equipment –

- ❖ Source two (2) lecterns for the stage, this is the most professional set-up for all speakers.
- ❖ Make sure there are enough microphones to cover all areas.
- ❖ Skirting for tables that will be set up on stage.
- ❖ Organise new Table Names for the Management Team Members that are new and double check with others that they have retained theirs from the previous convention.

District 201Q3  ???????  
 2022


**Joe**

Lion Joe Bloggs  
 Lions Club of ABC

		<b>Sat L</b>	<b>Sun L</b>
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Tags      Samples of Convention Name  
 Showing the attending events.



District 201Q3  ?????????  
 2022

**Jean**

Lion Jean Bloggs  
 Lions Club of ABC

Friday Dinner Breakfast 	Saturday
Saturday Lunch Banquet	Saturday 
Sunday Lunch Outing	Partner's

111

<b>Job No.</b>	<b>Job to be done</b>	<b>Details of Job</b>
<b>1</b>	<b>Static Displays ***</b>	In charge of making sure that there are enough dividers to set up the number of static displays required. Need to keep records of who requires what and also designates where each chairman will be located.
<b>2</b>	<b>Registration</b>	Will need to sit at the registration desk at the designated times to register the attendees on arrival, hand them their convention bags and flog off some more raffle tickets. (would think that, Cab. Sec would be alongside of you to check in delegates and alternates)
<b>3</b>	<b>Catering</b>	In charge of the organisation of the meals to be held at venue. To cope with the morning and afternoon teas preferably over two stations we will need a few hands here as cues can be long and time is restricted. A full team of people will need to be on hand at lunch time as well to hand out the boxed lunches etc. again the masses will hit at the same time.
<b>4</b>	<b>Saturday Breakfast</b>	Being organised by the Lions Club of XXXXX - maybe need to liaise with the Club as it gets closer to the event. Contact is -
<b>5</b>	<b>Friday Night Meal &amp; Drinks and Alcohol</b>	Depending on where the functions will be held and if alcohol can be served, may need a Permit and someone to run the bar. Committee will need to apply for Alcohol Permit. Dependant on if the school will allow alcohol to be consumed on the premises.
<b>6</b>	<b>Transport</b>	In charge of organising buses to pick up and drop off for the Saturday Night and also Saturday for the Partners Outing.
<b>7</b>	<b>Remembrance Ceremony</b>	In charge of how this event will unfold, to organise the music, the gifts (if any), the people involved in both the presenting of and the helping with those Lions who will be representing those Lions that have been called to higher service.
<b>8</b>	<b>Opening Ceremony incl. Flag Ceremony</b>	Need to liaise with the invited guests and organise to have them met and taken to where they will be seated. Flag Ceremony - will need to organise the event and make sure that there are enough helpers to get the flags that will be



		presented done in a timely fashion. (Suggest that the majority of flags be up on the stage from the start and only recognise a few so that this ceremony does not drag out too long.)
<b>9</b>	<b>Multi Draw Raffle</b>	Need to organise tickets, collate prizes, organise a working B to wrap prizes. Liaise with registration so that prepurchased tickets can be allocated to the respective lions to go into the envelopes.
<b>10</b>	<b>Accommodation - (i)</b>	This is twofold - the accommodation for the District M'ment Team and the invited Guests are organised by us.
	<b>(ii)</b>	All attendees organise their own accommodation.
<b>11</b>	<b>Main Venue</b>	Find an appropriate venue to hold the Convention. A main hall/auditorium break-out rooms, seated under cover area for breaks.
<b>12</b>	<b>AV/Audio</b>	If school OK's our request, all of this equipment is there already, if not we will need to hire. If we require our own IT/Audio person approach Peter Wilkes
<b>13</b>	<b>Hire Equipment ***</b>	Will need to contact Samford Hire and confirm booking and organise times etc for the delivery and pickup of all the hire equipment. Lists will be available as to what is required. - Tables and Chairs - Static Display dividers - Table Skirts for tables on stage
<b>14</b>	<b>Sponsorship</b>	<b>IMPORTANT</b>
<b>15</b>	<b>Site Management</b>	Will need to oversee the entire production and to make sure it all runs smoothly and to plan.
<b>16</b>	<b>On site cleaning</b>	The toilets, static display area and general areas will need to be kept clean at all times. Toilets will need to be checked for - paper, soap and general cleanliness every couple of hours.
<b>17</b>	<b>Offsite Activities</b>	(i) <b>Partners Event</b> - will need to liaise with the transport leader on numbers and destination and time etc. The DG's partner normally organises this event.
<b>18</b>	<b>Team Leader</b>	(ii) Organise our team of roustabouts to help over the weekend

<b>19</b>	<b>Closing Flag Ceremony</b>	Organised by 1st VDG and his/her convention committee
<b>20</b>	<b>Stage Requirements</b>	Tables & Skirts for Tables, Name plaques for M'Ment Team, Plants
<b>21</b>	<b>Sports Co-ordinators</b>	2 co-ords, one for Golf and one for Bowls.
<b>22</b>	<b>Convention Banner</b>	Will need to have the wording updated to DG's motto etc.
<b>23</b>	<b>Name Plaques</b>	Management Team Name plaques for tables on the stage
<b>24</b>	<b>Safety Officer</b>	Walk through of site to ID hazards if any and make sure all is safe and secure.
<b>25</b>	<b>First Aid Officers (2)</b>	To be always on-site, have a fully stocked first aid kit and be available (Have no other job that could delay them in responding to emergencies)

Receipt No.	Surname	Christian Name	Title	Club	District	Address	Telephone	Mobile	Email	First Conv.	Friday Dinner	Saturday Breakfast	Saturday Lunch	DG's Banquet	Sunday Lunch	Partner's Outing	Club Banner	Multi Draw Raffle	Bowls	Golf	Special Dietary Requirements	Accommodation
1	BLOGGS	Joe	Lion	ABC	Q3					N	1	1	1	1	1			2				
2	BLOGGS	Jan	Partner	ABC	Q3					N							YES					
3	PUBUC	John	Lion	Jamboree	Q3					N	1	1	1	1	1			4				Galaxy Hotel
4	PUBUC	Jill	Lion	Jamboree	Q3					N	1	1	1	1	1	1						Galaxy Hotel
5	OCEAN	Bluey	Lion	Miles	Q3					N				1				2			(vegetarian/ seafood)	
6	OCEAN	Pat	Mrs	Miles	Q3					N				1								
7	BRIDGE	Bill	PCC	Bardon	Q3					N	1		1	1	1			4		1		
8	BRIDGE	Betty	Lion	Bardon	Q3					N	1			1				4			gluten & dairy free,	
9	POWER	Wynn	Lion	The Lakes	Q3					N	1	1	1	1	1			6				
10	POWER	Sue	Lion	The Lakes	Q3					N	1			1								

A sample of the Registration spreadsheet:

Colour coding used here can replicate on the Conventioneers Name Badge.

**District 201 Q3 Convention:**

**Convention Checklist:**

Year Convention is to be held 20\_\_\_\_\_

Date of Convention\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Nominating Club \_\_\_\_\_

**Venues**

Informal Reception\_\_\_\_\_

Opening Ceremony \_\_\_\_\_

Breakfast \_\_\_\_\_

Business Sessions\_\_\_\_\_

Lunches \_\_\_\_\_

Banquet\_\_\_\_\_

Other Venues (i.e., forums/workshops/ Street March/ Static Displays/Registration & accreditation \_\_\_\_\_

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District 201 Q3

Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Accommodation</b>	Sufficient acceptable accommodation available within 15 Minutes of the Convention Centre	Yes No N/A	
	Is cost of Accommodation considered to be affordable for majority of Conventioneers	Yes No N/A	
	B & B	Yes No N/A	
	Caravan Parks	Yes No N/A	

	Home Hosting	Yes	No	N/A	
	Number of rooms in close proximity				

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Informal Reception</b>	Seating available for all attendees for full meal	Yes No N/A	
	Sufficient Seating for non-full meal function.	Yes No N/A	
	Area large enough to accommodate expected attendance comfortably.	Yes No N/A	
	Satisfactory PA System	Yes No N/A	
	Is within reasonable distance of where the opening ceremony will be / has been held.	Yes No N/A	
	Disabled Access	Yes No N/A	
	Sufficient area for a number of food outlets, to	Yes No N/A	

	avoid long queues / delays.		
	Ample parking within reasonably close proximity to the venue	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Breakfast</b>	Seating available for all attendees	Yes No N/A	
	Area large enough to accommodate expected attendance comfortably.	Yes No N/A	
	Satisfactory PA System	Yes No N/A	
	Is within reasonable distance of where the business sessions will be held	Yes No N/A	
	Disabled Access	Yes No N/A	
	Sufficient area available for a number of food outlets, to avoid long queues / delays.	Yes No N/A	
	Ample parking within reasonably close proximity to the venue	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Business Sessions</b>	Seating available for all attendees	Yes No N/A	
	Area large enough to seat expected attendance comfortably.	Yes No N/A	
	Satisfactory PA System	Yes No N/A	
	Data Projector facilities for audio / visual presentations	Yes No N/A	
	Disabled Access	Yes No N/A	
	Ample parking within reasonably close proximity to the venue	Yes No N/A	
	Comfort (Air Conditioning etc.	Yes No N/A	
	Stage. Large enough for requirements. (Seating for stage party)	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Static Displays</b>	Adequate room available to accommodate displays from	Yes No N/A	

	the District Chairmen. (If no alternate arrangements.)		
	Power available to sites.	Yes No N/A	
	Disabled Access	Yes No N/A	
	Ample parking within reasonably close proximity to the venue	Yes No N/A	
	Distance from Business Venue		
	Food Allowed in Area	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Forums / Workshops</b>	Seating available for all attendees	Yes No N/A	
	Area large enough to seat expected attendance comfortably.	Yes No N/A	
	Satisfactory PA System	Yes No N/A	
	Data Projector facilities for audio / visual presentations	Yes No N/A	
	Disabled Access	Yes No N/A	
	Ample parking within	Yes No N/A	



	reasonably close proximity to the venue		
	Comfort (Air Conditioning etc.)	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Morning and Afternoon teas</b>	Sufficient outlets planned to cater for those attending with 10 to 15 minutes.	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Registrations / Accreditations</b>	2 serving areas - Host committee - Cab Sec/ Treas.	Yes No N/A	
	Area large enough to store hospitality satchels.	Yes No N/A	
	Power	Yes No N/A	
	Comfort (Air Conditioning etc.)	Yes No N/A	
	Disabled Access	Yes No N/A	
	Ample parking within reasonably close proximity to the venue	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Lunch</b>	Seating available for all attendees	Yes No N/A	
	Area large enough to accommodate those attending comfortably.	Yes No N/A	
	Satisfactory PA	Yes No N/A	

	System		
	Is within reasonable distance of where the business sessions will be held	Yes No N/A	
	Disabled Access	Yes No N/A	
	Sufficient Outlets planned to avoid congestion and to have lunches available for those who wish to attend the forums / workshops	Yes No N/A	
	Ample parking within reasonably close proximity to the venue	Yes No N/A	
	Comfort (Air Conditioning etc.)	Yes No N/A	

District 201 Q3  
Convention Venue Check List

Function	Basic Requirement	Acceptable Yes / No	Comments
<b>Banquet</b>	Seating available for all attendees	Yes No N/A	
	Area large enough to accommodate expected attendance comfortably.	Yes No N/A	
	Satisfactory PA System	Yes No N/A	
	Is within reasonable distance of where the business sessions will be	Yes No N/A	

	held			
	Disabled Access	Yes	No	N/A
	Sufficient area available for a dance floor.	Yes	No	N/A
	Sufficient area for a Bar is available.	Yes	No	N/A
	Area available to meet and greet and for attendees to mingle during the evening.	Yes	No	N/A
	Sufficient area available for a number of food outlets, to avoid long queues / delays.	Yes	No	N/A
	Ample parking within reasonably close proximity to the venue	Yes	No	N/A
	Comfort (Air Conditioning etc.)	Yes	No	N/A
	Stage Area	Yes	No	N/A
	Toilets	Yes	No	N/A

## **ADDENDUM “H”**

### **Youth Camps**

#### **MEMORANDUM OF UNDERSTANDING**

B e t w e e n The Council of Governors of Multiple District 201 of Lions Club International Inc (the Council) of the one-part a n d The District Cabinet of the Lions District within Multiple District 201 referred to in the Schedule hereto (the District) of the other part.

WHEREAS:

- (a) The District proposes to conduct a Youth Camp at the Location and on the Dates referred to in the Schedule which said Camp is intended to be designated by the name set out in the Schedule.
- (b) The Council as the governing authority of Multiple District 201 of Lions Club International Inc participates in the Lions International Youth Exchange Program and the District has requested that youth exchangees attend the Camp.
- (c) This Memorandum of Understanding also includes special-purpose Youth Camps including Leos and those for young people with diabetes.
- (d) The Council is determined to ensure the care and wellbeing of youth exchangees and other youth attending and participating in the activities of a Youth Camp.
- (e) The parties hereto have agreed to enter into this Memorandum for the purpose of recording the agreements reached between them.

NOW IT IS HEREBY AGREED AS FOLLOWS:

- (1) The District will take all necessary steps and do all necessary things to ensure the care and safety of the youth exchangees, Leos and other youth whilst attending the Camp and participating in the activities of the Camp.
- (2) The District acknowledges that it is well acquainted with the policies presently in force of the Council relating to Child Safety and of the Legislation and Regulations of the State Government within which State the camp is being conducted relating to child safety.
- (3) The District acknowledges that the Council may at any time hereafter amend or repeal any of its policies abovementioned and/or adopt replacement policies.

